

# Resource Assistant

Academic Division



the university  
for the real world



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Academic Division

The Provost leads the Academic Division and oversees the six faculties at QUT. The Provost is Chair of University Academic Board, and has oversight of the Education Portfolio, Research Portfolio and Digital Business Solutions.

The Office of the Provost is responsible for providing support to the Provost and manages the business of the Provost as head of the Academic Division

## About the Position

The Library Resource Services (LRS) Section plays a key role in providing effective access to electronic and print information resources for use by the QUT community. Resource Assistants perform a range of tasks associated with the acquisition and cataloguing of online and print monograph and serial library resources for the Library collection to facilitate access and retrieval by Library clients. They also process theses, QUT scholarly publications, QUT Readings, and other resources for inclusion in the Library's digital repository collections.

This position reports to the Resource Team Leader for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Place, monitor, and maintain orders (for print and online monographs and serials) and claim overdue material to ensure fast and complete supply and compliance with licence conditions.
- Accession received material and process electronic invoices from suppliers into the Library Services Platform (Alma).
- Undertake various file transfers into the library management system, e.g. files of order records and status reports from suppliers.

- Process invoices on the Library's system for payment by the University's finance system and QUT corporate card.
- Obtain and process usage statistics and assist with the evaluation of library resources.
- Process theses, QUT scholarly publications, student readings (QUT Readings) and other resources for inclusion in the Library's digital repository collections in compliance with copyright requirements.
- Undertake copy cataloguing of resources and maintain catalogue records.
- Collect and process binding to ensure the collection is complete, well maintained and available to library clients, and in accordance with health and safety procedures.
- Communicate with Library staff, clients and vendors on issues related to ordering and supply and preparation of digital repository resources.
- Contribute to continuous improvement in and assist with effective performance of Section projects and activities.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

### Type of appointment

This appointment will be offered on an ongoing, full-time basis.

### Location

Kelvin Grove campus.

## Selection Criteria

1. Education, training, and/or relevant experience equivalent to the completion of a Diploma in Library Studies (Library Technician) with relevant work experience.
2. Well developed communication and interpersonal skills, and a commitment to providing a high level of client service.
3. Ability to work independently and

contribute effectively in a team environment with a focus on efficient and improved work practices.

4. Demonstrated ability to complete tasks with a high level of accuracy, give attention to detail and organise workloads in order to achieve desired work outcomes and meet deadlines.
5. Demonstrated problem-solving and analytical skills, and the ability to apply theoretical knowledge and techniques to a range of procedures and tasks.
6. Demonstrated computer literacy skills including the ability to use automated library systems and experience with standard software packages.
7. Ability to actively participate in and contribute to establishing and maintaining an effective safe and healthy workplace.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 4 (HEW4) which has an annual remuneration range of \$73,283 to \$77,098 pa. Which is inclusive of an annual salary range of \$62,453 to \$65,705 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

### Information for applicants

The position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size or any ongoing, fixed-term, casual or sessional staff member including those employed on or after 23 April 2020. Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply.

If there are applications from phase 1 eligible staff, these will be assessed by the selection panel. In the event that there are no suitable candidates from phase 1, applications from phase 2 candidates will be provided to the Selection Panel.

For further information about the position, please contact Jean Hing Fay, Resource Team Leader, on (07) 3138 3268; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

QUT is proud to be an inaugural Athena SWAN charter member. We have extensive and established support programs for women in STEMM. For more information on the Athena SWAN charter, contact Tracy Straughan on (07) 3138 1584.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

### How to Apply

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **20762**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

**Applications close 22 December 2020**

