

POSITION DESCRIPTION

Position Title:	Cataloguing/Indexing Librarian
Cluster / Business Unit / Division	Nuclear Science and Technology / Research
Section or Unit:	Research Office - Knowledge Centre
Classification:	Band 4
Job Family:	Information & Knowledge Management
Position Description Number:	PD-0508
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Cataloguing/Indexing Librarian is responsible for:

- Managing the cataloguing of a highly focused collection of information resources selected and acquired across a range of formats and platforms to provide critical information support to ANSTO's research and commercial activities.
- Representing Australia as the International Nuclear Information Service (INIS) Liaison Officer accountable for organising the collection of information and the preparation of input for INIS on a national level, as well as for the dissemination of information contained in all INIS output products, in addition to the promotion of those products.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

Nuclear Science & Technology (NST) incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia.

ANSTO Library is the national centre for nuclear information holding a unique Australian collection. The Library delivers services that support research, commercial and business activities at ANSTO. A wide range of electronic and physical resources are available including databases, electronic and print journals, e-Books and monographs, microform, and scientific reports.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage the cataloguing activities of the ANSTO Library in support of the strategic research direction of ANSTO.
- Determine the appropriate cataloguing principles and bibliographic standards for name authorities, subject headings, and classifications such as RDA, LCSH, LCNA, MARC and Dewey.

- Represent ANSTO as the INIS Liaison Officer for Australia by correspondence and through the Consultative Meetings conducted by the IAEA.
- Identify, capture, index and submit Australian literature on nuclear science and technology to the IAEA for INIS.
- Dissemination of information contained in all INIS output products, in addition to the promotion of these products within Australia.
- Manage the FileMaker Pro database and provide access to classified content to relevant staff.
- Manage the weeding of the collection, repairs, and replacement of reference items in conjunction with the Collection Development Librarian.
- Assist with Information Desk duties and covering for the Client Service Officer (Interlibrary Loans) during absences.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the knowledge Centre and the IAEA, including deciding on methods and approaches, operations, project planning.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and the Knowledge Centre objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to INIS and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Knowledge Centre Manager on complex, sensitive and major issues that have a significant impact on the (section/unit).
- The position makes recommendations on the bibliographic standards adopted and utilised by ANSTO.
- The position makes decisions on the allocation of call numbers using Dewey with a focus on a scientific library as the basis of accessibility and findability.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Reclassification of the ANSTO disparate collections into a single collection to overcome the inability to find things, and at the same time rectifying the quality of the data to current bibliographic standards.
- Identifying all relevant Australian literature, that is increasingly digital and subject to link rot for capture into INIS.
- Managing the transfer of digital resources between publishers to ensure currency of the ANSTO Library Catalogue.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Knowledge Centre Manager	<ul style="list-style-type: none"> • Provide advice on resources upon request
NST Leaders and departments	<ul style="list-style-type: none"> • Provide advice on resources upon request
NST Senior Leadership Team	<ul style="list-style-type: none"> • Provide advice on resources upon request
Direct Reports	<ul style="list-style-type: none"> • Nil

ANSTO business units and divisions	<ul style="list-style-type: none"> • Liaise with Government and International Affairs regarding INIS matters and issues • All ANSTO staff seeking access to Library resources in physical and digital collections • Visitors to site who request access to physical Library resources
External	
National & international bodies, forums and taskforces	<ul style="list-style-type: none"> • International Atomic Energy Agency (IAEA) • International Nuclear Information System (INIS) Liaison Officer for ANSTO • National Library of Australia in relation to cataloguing • Library of Congress • Resource Description & Access
Universities, Business, Industry, Scientific Institutions	<ul style="list-style-type: none"> • OCLC – Dewey and WMS • INIS Liaison Officers from around the World seeking access to the ANSTO Library collection • Australian and New Zealand Libraries

POSITION DIMENSIONS

Staff Data	
Reporting Line	Knowledge Centre Manager
Direct Reports	Nil
Indirect Reports	Required to provide direction to Client Services Officers and Collection Development Librarian on cataloguing. Required to provide direction and collaborate with Library Casual on INIS.

Special / Physical Requirements

Location:	Lucas Heights Working in the Library.
Travel:	May be required to travel to ANSTO Melbourne site. Will be required to attend meetings of the INIS Liaison Officers involving occasional international travel.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around Library and site, extended hours working at computer)
Radiation areas:	Not applicable
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in library or information science with eligibility as a professional member of ALIA
2. Degree in science or background in a science or technology library is required
3. Extensive experience as a lead or senior cataloguer in a research organisation or university
4. Excellent verbal and written communication skills including ability to liaise, negotiate and maintain relationships
5. Extensive experience providing information services preferably in a scientific or research library.
6. Extensive experience with library management software systems including catalogues, Dewey, RDA, LCSH, LCNA, MARC, Knowledge Base to manage digital resources, Officer 365 applications and SAP
7. Understanding and knowledge of open access
8. Strong focus and attention to detail, requiring a thorough and methodical approach
9. Ability to work under pressure with a strong team orientation
10. Flexible and innovative approach, with a 'continuous improvement' mindset

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Jenny Evans	Name:	Suzanne Hollins
Title:	Knowledge Centre Manager	Title:	Head of Research
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour