

POSITION DESCRIPTION

Position Title:	Collection Development Librarian
Cluster / Business Unit / Division	Nuclear Science and Technology / Research
Section or Unit:	Information & Knowledge Management
Classification:	Band 5
Job Family:	Information & Knowledge Management
Position Description Number:	PD-1264
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Collection Development Librarian position is responsible for managing 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.

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 collection development of library resources to support the strategic research direction of ANSTO.
- Contribute actively to CAUL as the CAUL Content Coordinator for the ANSTO Library and develop professional networks with industry bodies and vendors consistent with industry best practice and those articulated by CAUL.
- Identify and select for acquisition new and relevant information resources for the collection, make decisions in relation to procurement and management of scholarly content for ANSTO Library, and update the ANSTO Library Collection Development Policy as required.
- Monitor expenditure on collection resources and assist the Knowledge Centre Manager in Library budget preparation for electronic resources and monographs, to ensure expenditure is maintained within allocation.

- Collect and analyse Counter usage reports and other available data to determine cost and value for money of subscribed resources, and provide recommendations for alternatives or adjustments, in consultation with Knowledge Centre Manager, Head of Research and Committees established to undertake reviews.
- Manage vendor relationships including identifying strategic purchasing options, negotiating licence agreements and terms of supply for electronic resources, coordinating annual subscriptions and renewals, and liaising with vendors to speedily resolve access issues if they arise.
- Manage the legal deposit requirements on behalf of the Library, and development of policy and procedure to ensure legislative requirements are met.
- Participate in projects of Library-wide significance, which are designed to review and improve the efficiency, relevance and sustainability of Library services.
- Maintain current copyright knowledge and use this knowledge to adjust information and informing whether interlibrary loan is permitted, and by what mechanisms supply is allowed.
- Seek continuous professional development and networking opportunities to enhance library service provision.

Decision Making

- The position works to transform how people experience knowledge – how it can be discovered, used, and shared. Within this framework the position has some independence in determining how to achieve the research and policy direction of ANSTO, including deciding on the acquisition and renewal of journal subscriptions, monographs, technical reports and standards within the allocated budget.
- The position makes decisions on collection development as ANSTO’s representative Librarian on CAUL.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Knowledge Centre Manager, Head of Research and nominated committee members when reviewing subscriptions 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.
- 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

- Developing a working knowledge of the organisation's library collection and to determine whether it can meet the commercial and business activities, research and policy direction objectives outlined in the organisation’s corporate plan, NST business plan and demands of users.
- Assisting to transition the ANSTO Library from paywall to open access in line with the FAIR principles, and passage to read and publish agreements.
- Challenging publishers about price increases above the rate of inflation, and on restrictive conditions of access within contracts.
- Analysing data and determining whether subscribed content offers cost and value for money, or if there are alternative means of acquisition.
- Developing closer links with researchers, management and stakeholders.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Knowledge Centre Manager	<ul style="list-style-type: none"> • Provides advice from CAUL on the direction for subscription resources to the Knowledge Centre Manager and agree on adoption. Consults and agree on subscription changes and negotiation tactics with publishers with the Knowledge Centre Manager.

Head of Research	<ul style="list-style-type: none"> Consult and provide advice on subscriptions.
NST Leaders and departments	<ul style="list-style-type: none"> Consult with relevant nominated staff on subscriptions and acquisitions.
NST Senior Leadership Team	<ul style="list-style-type: none"> Consult on subscriptions and acquisitions as required.
Direct Reports	<ul style="list-style-type: none"> Nil
ANSTO business units and divisions	<ul style="list-style-type: none"> Acquisitions of digital and physical library resources through Procurement, waivers, and payment of accounts. Work with Legal Services to have all contracts approved for signing by Procurement. Issuing ISBN and following through in legal deposits. Intranet updates and issues resolution. IT and IT Security for IP range, access issues, and upgrades of referencing software.

External

National & international bodies, forums and taskforces	<ul style="list-style-type: none"> IAEA or nominated representative to acquire publications.
Universities, Business, Industry, Scientific Institutions	<ul style="list-style-type: none"> Represent ANSTO Library as the CAUL Content Coordinator. Coordinate the acquisition of electronic resources via CAUL, if permitted by publishers, as the ANSTO Content Coordinator. Coordinate and resolve issues in relation to CAUL read and publish agreements with the ANSTO Corresponding Author. Coordinate all other library acquisitions direct with publishers. Rectify issues with loss of access to digital resources direct with publishers. Manage the legal deposit distribution to the relevant libraries, including the National Library of Australia.

POSITION DIMENSIONS

Staff Data

Reporting Line	Knowledge Centre Manager
Direct Reports	Nil
Indirect Reports	Required to provide direction on claiming to Client Services Officer and collaboration with Cataloguing/Indexing Librarian on cataloguing new acquisitions.

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 CAUL Meetings involving occasional national travel.
Physical:	Office based physical requirements (sitting, standing, manual handling of physical items including library moves, 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

	All Workers
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Specific role/s as specified in AP-2362 of the ANSTO WHS Management System

Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

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 at a senior level such as a Faculty Librarian in a research organisation or university in collection management in hard sciences.
4. Demonstrated experience in managing publisher contracts.
5. Demonstrated effectiveness in implementing new services and systems, as well as managing change.
6. Excellent verbal and written communication skills including ability to liaise, negotiate and maintain relationships.
7. Extensive experience providing information services preferably in a scientific or research library.
8. Extensive experience with library management software systems including catalogues, acquisitions, knowledge base, counter usage, digital resources; Officer 365 applications and SAP.
9. Experience in managing budgets and maintaining financial data.
10. Experience and knowledge on managing open access publishing.
11. Knowledge of legislative, publishing and library systems environment in which ANSTO Library operates.

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