



## Position Description – Senior Coordinator, Monographs and Digital Collections

### Position Details

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<b>Position Title:</b>	Senior Coordinator, Monographs and Digital Collections
<b>Position Number:</b>	30001640
<b>Portfolio:</b>	Education
<b>School/Group:</b>	RMIT University Library
<b>Campus Location:</b>	Based at the Bundoora West campus and may be required to work and/or be based at other campuses of the University
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	Fixed Term (Replacement Employee)
<b>Time Fraction:</b>	1.00

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

### Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings. <https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **Portfolio/Group**

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### **Education Portfolio**

The Education Portfolio leads the planning and implementation of the University's strategies related to RMIT's academic programs and the student experience.

The Portfolio is responsible for:

- development and implementation of the Education Plan in accordance with University strategy as it relates to best practice in learning and teaching, student experience and academic staffing
- oversight of quality assurance for RMIT programs and their contribution to the development of improved outcomes for students and partners
- development and implementation of policy relating to academic profile and its impact on academic programs and staff
- leadership and management of relevant projects deemed as priorities in the RMIT Strategic Plan and University Annual Operating Plan
- provision of resources and services that support academic endeavour through the RMIT University Library
- identifying and planning for administrative and support services to meet the needs of different student cohorts, on and offshore, across the student life cycle
- promoting access to Vocational Education and Higher Education by students from diverse backgrounds and targeted equity groups
- developing and maintaining systems, processes and procedures related to the student record.

### **RMIT University Library**

RMIT University Library is a creative partner in the achievement of RMIT University's teaching, learning and research strategic goals. It engages with other groups within the University to design initiatives that have a positive impact on the student experience including the provision of direct support, peer mentoring facilitation, advice and guidance for students' academic skill development. It provides accessible and inclusive resources, services and facilities to support the information needs of RMIT's large and globally distributed student and staff population and supplies expertise for the management of the University's archives and business information. In 2022 The Library recorded over 15 million engagements with its communities across its products and services.

To support the goals and operations of the University, the Library is arranged into 5 main functional areas: Learning; Teaching and Research; Collections; Quality and Engagement; and Information Management and Archives. The Library increasingly delivers digital collections and services to maximize access by the RMIT user population. In 2022 RMIT University had an enrolled population of over 90,000 students of which there were over 12,000 VE students, over 74,000 postgraduates and over 6,000 studying from offshore. The Library's programs apply equally to this large and widely distributed range of students.

At RMIT Melbourne, the University Library operates from 4 locations: the Swanston Library; the Bundoora Library; the Carlton Library and the Brunswick Library and manages a Makerspace on the city campus. At RMIT Vietnam, the Library supports over 9,000 students from 2 locations: Ho Chi Minh City and Hanoi. All libraries are networked for wireless. They provide flexible spaces for individual and group study, computer equipped group study rooms and seminar rooms for academic and library research skills training.

[www.rmit.edu.au/library](http://www.rmit.edu.au/library)

### **Position Summary**

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The Senior Coordinator, Monographs and Digital Collections leads the team responsible for the acquisition, metadata management, creation and maintenance of access and processing of monographic library resources that support teaching, learning and research at RMIT University. Types of materials may include perpetual access e-books (individual and sets), print books and locally hosted digital assets owned or licensed by the Library. Systems used by the team include the Alma Library Service Platform, Alma-D for the hosting of local digital resources and Rosetta for files requiring digital preservation in order to support the range of resource types managed.

Collaboration with other Teams within the Collections Unit and across the Library is essential for this role to ensure the Library's strategic goals are met. The position includes significant vendor liaison and negotiation, and a high level of technical knowledge in collection acquisition and access. The role leads by building an effective, skilled, collaborative agile team.

Any member of the Library staff may be required to assist in other areas of Library operations for limited periods,

should circumstances warrant. The role may also be required to work across the Library on projects and programs of work.

## Reporting Line

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Reports to: The position reports to the Manager, Acquisitions and Access

Direct reports: 6 staff directly report to this position.

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Oversee the acquisition, metadata control and access management for monographic library resources to support RMIT learning, teaching and research
- Build and maintain strong collaborative vendor relationships to achieve excellent purchase, service and return on investment outcomes for the Library and wider University
- Build collaborative partnerships with key stakeholders to ensure the collections are relevant and meet the teaching, learning and research needs for RMIT users
- Lead by building capabilities within the team to support the day-to-day activities, maintenance of collections that deliver resources in an innovative, collaborative and agile environment
- Display high level technical and analytical knowledge used for decision-making skills in ensuring the team, unit and university interests are maintained and aligned
- Maintain current knowledge of emerging issues in library acquisitions, use of metadata to and digital collections to facilitate continual process improvement.

## Key Selection Criteria

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- Demonstrated ability to lead a team, inspire staff development, drive performance and successfully lead a team
- Demonstrated commercial acumen and experience in maintaining effective vendor relationships and sound negotiation skills
- Experience in a library acquisitions, metadata or digitisation environment, good understanding of current and emerging practices in this area, particularly in the management and acquisition of eBooks and digital objects
- High degree of technical knowledge, including analytical skills, for collection acquisition and access
- Demonstrated ability to work collaboratively and through positive influence
- Proven record of innovation, commitment to continual improvement and strong problem-solving skills
- Demonstrated focus on customer service resulting in the delivery of excellent customer outcomes
- Experience with a large Library Service Platform along with project management experience.

## Qualifications

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Essential: Degree in library and information services or equivalent with extensive relevant experience in a library acquisitions and metadata environment, preferably in a large academic library.

Desirable: Eligibility for Associate membership of the Australian Library and Information Association (ALIA).

## Other Relevant Information

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Appointment to this position is subject to a **Working with Children** check.

Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Name: Arlene O'Sullivan Title: Associate Director, Library Services (Collections) Date: October 2024	<b>Approved:</b>	Name: David Howard Title: Executive Director, Library Services Date: October 2024
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