



Position Description - Librarian

Description and Selection Criteria

Lincoln Education Australia (LEA)

Lincoln Education Australia is a values-based, not-for-profit institution offering innovative, contemporary courses and exceptional teaching in a high-quality, multi-cultural learning environment with modern facilities and wide-ranging academic and learning support services. LEA promotes a culture of performance excellence through regular professional learning activities and leadership programs.

The Lincoln Education Australia vision is to become a world-class provider of higher education committed to preparing graduates with advanced knowledge and skills for career success, for transforming society and for responsible global citizenship. Our mission is to advance knowledge and scholarship, prepare students as critical and creative thinkers capable of responding to real-world challenges, develop leaders, inspire entrepreneurs and promote lifelong learning.

LEA begins operation in 2023 with a Bachelor and Masters degree that combine Business, Information Technology and Cyber skills. **These are entirely new degrees developed in collaboration with leading Australian and international academics drawn from business, IT and cybersecurity studies.** This position offers an exciting opportunity for the successful applicant to contribute knowledge, creativity and energy to operationalise LEA's vision and mission during the inaugural year and to and shape future directions.

Position Purpose

The Librarian is responsible for providing library and research services at LEA and maintenance of the library and its collections. The Librarian reports directly to the Academic Dean and ensures that all library functions are carried out in accordance with the policies and procedures of LAE, makes recommendations, manages staff, sets standards for collection, development and programming of library services, promotes and represents the Library within LEA and in the community, and to other appropriate organizations. Promote and foster organisational culture of high quality education embracing cultural diversity instilling humane values and intercultural awareness.

Position Description

The Librarian is appointed on a five-year renewable contract basis and is responsible for the delivery of responsive, proactive and consistent library and research services. The Librarian contributes to the strategic development and management of LEA's academic offerings and services to students. The Librarian provides a wide variety of



services including information, reference and advisory services, presenting programs, copying, cataloguing, circulation, online and e-library services. Providing adequate services will ensure that materials are current and accessible, and available to library users when required.

The level of appointment is dependent on qualifications and experience. Academic equivalency is assessed on a combination of formal qualifications and professional experience. The minimum requirement for the Librarian includes academic qualifications with relevant professional or practice based experience at Australian Qualifications Framework or AQF Level 7 (equivalent to a Bachelor degree and a minimum five years of experience in a library).

Responsibilities and Duties

The responsibilities and duties of the Librarian include the following:

- Establish and implement library and information policies and procedures consistent with LEA policies and plans;
- Develop and manage convenient, accessible library and information services;
- Develop, analyse, evaluate and manage cost-effective library and information services, including technology and e-library, within the approved budget;
- Efficient management of access to millions of books, journals and publications from various Lincoln University College (LUC) libraries through LMS or Learning Management System;
- Prepare and submit regular reports related to all library services, resource requirements and activities;
- Maintaining and enhancing library service standards within the rules and regulations of privacy, confidentiality, copy rights, security and safety;
- Undertake any other duties as assigned.
- More detailed task based responsibilities and duties are provided in Appendix A.

Essential Selection Criteria

- Bachelor in Information and Library studies or equivalent;
- At least 5 years' experience in a library;
- Broad overall knowledge of library management and strong organisational skills;
- Strong ability to manage and efficient running of modern e-libraries;
- Highly proficient with computers and associated software related to e-library and all aspects of library services and information system management;



- Demonstrated client services skills to understand the client's needs, and provide advice, information and support services in a timely, quality and cost efficient way;
- Highly developed interpersonal, team and stakeholder management skills, as well as excellent communication and presentation skills.

Desirable Selection Criteria

- Previous experience working within the higher education sector is highly regarded.

Equity and Diversity

LEA is an equal opportunity employer. Equality of opportunity and access is a critical priority for LEA. All LEA staff are wholly committed to equal opportunity in education, employment, and the welfare of students and staff. All staff at LEA are recruited and promoted on merit.

Occupational Health and Safety (OHS)

All staff recruited to LEA are inducted into a safe and healthy working environment. All staff at LEA are required to take all reasonable precautions for their own health and safety and that of other personnel who may be affected through their conduct. All staff are required to understand OHS responsibilities applicable to their position in LEA. Additional OHS responsibilities apply for staff supervisors, Managers, and other senior LEA personnel.

Reporting Relationship

The Librarian reports to the Academic Dean and works closely with the teaching and learning staff.

Direct Reports

The Academic Support Officer report to the Librarian.

Remuneration Package

An attractive package is negotiable and includes superannuation and other benefits that go with the position. Professional development as applicable will be provided.



For queries, please contact

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Stating the job title in the Subject line



Appendix A

Detailed Task Based Responsibilities and Duties of the Librarian

A. Task 1: Circulation area duties

1. Develop, maintain and update an user-friendly and efficient database of online, e-library and other resources.
2. Collection and preservation of library materials in all formats.
3. Maintenance and repairs of computers, printers, audio visual and other equipment.
4. Maintenance, labelling and shelving of library materials accurately.
5. Collect and report statistical data relating to lending and other library services.
6. Ensure atmosphere is tidy, organized and conducive for study.
7. Ensure that library rules and regulations are observed.

B. Task 2: Acquisition and cataloguing area duties

1. Acquisition and maintenance of online and other resources necessary for teaching staff and students as per the curriculum and available budget.
2. Develop and establish cooperation with other libraries within and outside Australia to avail all possible resources most efficiently.
3. Cataloguing all the library resources according to the Anglo-American Cataloguing Rules (AACR), Dewey Decimal Classification (DDC) numbering and open source integrated library system *Koha's* Online Public Access Catalog (OPAC).
4. Monitor and acquire the latest resources required as per the demand.
5. Ensure the reacquisition of missing and lost items.

C. Task 3: Reference and student service area duties

1. Monitor and maintain various subscriptions for online databases, periodicals and other publications according to the policies, guidelines and budget.
2. Organize a short tour as a part of students orientation to introduce the library services and facilities.
3. Monitoring the use of library services by students and staff and providing the necessary training or assistance.