

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Librarian (Education Lead)
<b>Business Unit/Department:</b>	Library
<b>Division:</b>	Education & Learning
<b>Award/Agreement:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Medical Librarian Grade 2 - Year 1 to Year 4 (BN5 to BN8)
<b>Reports To:</b>	Library Manager
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	5 September 2025

<p><b>Position Purpose</b></p> <p>Together with the Library Manager and other members of the library team, work to provide a high-quality library and information service at Western Health. The Clinical Librarian (Education Lead) is a key member of the library service, responsible for providing expert-level information and research support to staff. The role involves a strong focus on research support, education, outreach, and collaboration to ensure that our healthcare professionals have timely access to the highest quality evidence for patient care, research, and professional development. As part of the library team, the incumbent will participate in a range of general library duties as required and be available to undertake shifts at each of the physical libraries, and to travel to other Western Health sites as required.</p>
<p><b>Business Unit Overview</b></p> <p>The Western Health library service is part of Education &amp; Learning which is a key provider of clinical support, professional development, and continuing education for staff of Western Health. The library enables health service employees to easily access the high-quality information they require to provide outstanding clinical care and world class research, by delivering a service that is highest quality, innovative, flexible, and accessible.</p>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develop, deliver, and assess innovative and flexible education programmes on evidence-based practice and information literacy.</li> <li>• Provide one-on-one and group instruction on the use of specialised biomedical databases, citation management tools, and other research support technologies.</li> <li>• Customise training sessions for various audiences and learning levels.</li> <li>• Create and maintain instructional materials, such as online guides, tutorials, and other digital learning objects.</li> <li>• Conduct expert-level, comprehensive literature searches to support clinical decision-making, systematic reviews, research projects, service development and guidelines</li> <li>• Provide in-depth reference and research consultations, both in person and remotely.</li> <li>• Cultivate partnerships and serve as a liaison to assigned programs and research teams.</li> </ul>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

- Collaborate with clinical educators and healthcare providers to integrate information literacy and research skills into interprofessional and clinical workflows.
- Work with other library staff to promote library services and resources through various channels, including presentations, meetings, and internal communications.
- Maintain knowledge of latest information services technologies and trends in evidence-based medicine and health informatics.
- Work collaboratively in a small team to participate in general library duties including document delivery, and general reference as required.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Manager, Western Health Library Service
- Clinical Services Librarian
- Access and Discovery Librarian
- Health service employees, units, and students

#### External:

- Other Victorian and Australian health libraries
- Library vendors and technical support contacts

### Selection Criteria

#### Essential

- A qualification in librarianship that confers eligibility for professional membership of the Australian Library and Information Association.
- Experience in face to face or remote delivery of education programmes on evidence-based practice, biomedical databases, and information literacy.
- Proven ability to work independently and collaboratively in a fast-paced complex environment
- Expertise in searching biomedical databases and knowledge of medical terminology, evidence-based medicine, and research methodologies such as systematic reviews
- Experience in the delivery of high-quality customer-focused reference services in a medical or academic library
- Excellent communication, interpersonal, and presentation skills
- Participate in all day-to-day activities of the library service as required

#### Desirable

- Experience with specific tools such as SharePoint, Spydus LMS, Covidence, EndNote, RefTracker
- A commitment to ongoing service quality improvement and professional development. Keep abreast of latest information services technologies and trends in evidence-based medicine and health informatics.

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment

- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment