

POSITION DESCRIPTION

Position Title:	Access & Discovery Librarian
Business Unit/Department:	Library Service
Division:	Education & Learning
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Medical Librarian: Grade 2 – Year 1 to Year 4 (BN5 to BN8)
Reports To:	Library Manager
Direct Reports:	N/A
Date Prepared/Updated:	10 May 2024

Position Purpose

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. This senior position is responsible for ensuring the availability of electronic systems and managing e-resources that enable access and discoverability across Western Health Network, and provide guidance on how to utilise these resources for evidence-based patient care and research.

Business Unit Overview

The Western Health Library Service is part of Education & 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.

Key Responsibilities

- Manage the development and design of the Western Health Library Service website so that library resources and services are easy to navigate and utilise
- Leverage and maintain the Library Management System
- Review, develop and implement service improvements in consultation with the Library Manager and library staff and users
- Utilise systems to provide timely and accurate reporting in relation to usage of electronic resources and patron feedback
- Assist in the education and training of library users and library staff in the discovery and application of library resources and services
- Manage the development and design of the library's research repository

Our Vision

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

- Assist with general library duties including counter services, document delivery and reference queries
- Contribute to, and initiate continuous improvement activities to enhance the efficiency and effectiveness of services and processes
- Establish relationships and work collaboratively with relevant internal and external stakeholders including library staff, Western Health employees and vendors to facilitate optimal outcomes in the use of library systems and digital resources
- Promote e-resources through social media, presentations, training material and internal newsletters
- Provide timely and effective communication with library staff and manager to guide and achieve optimal library service outcomes

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
- Library team members
- Education & Learning

External:

- Other Victorian and Australian Health Libraries
- Health publishers, library vendors and technical support contacts

Selection Criteria

Essential:

- Tertiary qualifications in librarianship with eligibility to professional membership of the Australian Library and Information Association (ALIA).
- Proven technical abilities and experience with information and communication technologies to organise, manage, develop and deliver digital library and information services.
- Experience in the implementation processes of electronic resources
- Experience in identifying and implementing quality service innovations that result in better outcomes for library users
- Demonstrated skills of web design, including knowledge of HTML, CSS, and best practice design to facilitate accessibility, ease of use and optimal retrieval of library resources
- Demonstrated ability to implement continuous improvement of work practices and procedures
- Demonstrated ability to work effectively both independently as well as working collaboratively as part of a team within a complex and diverse working environment
- Excellent interpersonal, client service and communication skills, with the ability to gain the co-operation and assistance of others in meeting task objectives and to build partnerships with internal and external stakeholders
- Advanced knowledge of current issues and trends in library technology and their scope for application to service delivery and resource integration

Desirable:

- Previous experience in a health/medical library
- LMS (Library Management System) experience (Spydus preferred)
- Experience with SharePoint

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

Our Vision

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

- 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
- 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