

Role Description

Specialist Librarian – Collection Access & Description

Cluster	Premier and Cabinet
Agency	State Library of NSW
Division/Branch/Unit	Library & Information Services/Collection Access & Description (CAD)
Classification/Grade/Band	Librarian Grade 2
ANZSCO Code	224611
PCAT Code	1119192
Date of Approval	September 2019
Agency Website	www.sl.nsw.gov.au

ORGANISATION OVERVIEW

The State Library of New South Wales is one of Australia's oldest and most important public institutions. Collecting actively since 1826, the Library preserves and presents the social, cultural and scientific history of our State and our Nation for the benefit of all. Its rich collections, both physical and digital, alongside partnerships with the public library network across NSW and other vibrant collaborations enable Australians to examine their past and imagine their future. In short, the Library occupies a unique position at the very heart of our civil society.

The Library & Information Services Division provides high quality reader services and access to the Library's rich heritage, print and digital collections and develops and preserves these collections for future generations. We are reader-focused, encourage innovation and outward thinking, and maximise use of technology to improve reader services and support independent reader access. The Division collaborates across the Library and with other libraries and cultural institutions.

About the Branch

The Collection Access & Description (CA&D) Branch is responsible for the arrangement and description of the full range of published and original, physical and digital collection materials and for the preparation of collection material for digitisation.

Primary purpose of the role

Analyse, interpret, arrange and describe complex information resources across all formats to provide effective reader access to, and discovery of, the Library's collections.

Key accountabilities

- Arranges, describes, constructs and maintains access points for collection materials across a range of formats, including those of a more complex nature, and includes rights management information in record creation, to enable effective discovery and meet branch key performance indicators.
- Provides advice (informally and through participation in Library committees and working groups) on all aspects of collection description, particularly on new strategies and directions; identifies and contributes to the development of efficient and effective workflows and procedures.

- Prepares reports, briefings and issues papers, and correspondence to inform decision making across the collection management lifecycle.
- Using specialised knowledge and expertise, appraises complex collections and items against the Library's Collection Development Policy, and provides advice on all aspects of collection acquisition and description, particularly on new strategies and directions.
- Prepares project plans and leads, coordinates or participates in projects relating to collection development and acquisition and collection management and access, including preservation and digitisation activities.
- Identifies opportunities for service and quality improvement and contributes to the development of efficient and effective workflows and procedures.
- Responds to complex reference inquiries; presents information on all aspects of collection description initiatives to Library staff, professional groups and visitors; and manages relationships with individual readers, researchers and donors.
- Provides advice, training and guidance to less experienced staff to enable them to undertake their duties effectively and develop professionally.

Key challenges

- Providing access to collection materials across a range of formats (including published, archival, digital and online), determining the level of complexity of records required, to enable discovery in a rapidly changing technological environment within the overall context of improving public access.
- Embracing change within the team to promote a culture of continuous improvement and enthusiasm for change.
- Adopting a flexible approach to respond to urgent and unexpected requests in a reader focused environment to meet tight deadlines and to balance competing operational and project priorities.

Key relationships

Who	Why
Internal	
Supervisor	<ul style="list-style-type: none"> • Builds knowledge and skills, seeks advice and approval, and to solve problems relating to the Branch's activities
Team and other teams with Collection Access & Description	<ul style="list-style-type: none"> • Provide advice and expertise on complex access and allocation issues and other matters relating to the management and description of collections.
Other collection management staff	<ul style="list-style-type: none"> • Builds knowledge and skills, seeks advice, and to solve problems relating to the Branch's activities
Staff across the Library	<ul style="list-style-type: none"> • Represents the Branch and liaises with colleagues on projects and special activities • Consults and negotiates with colleagues across the Library to ensure the most appropriate development and application of Library policies and procedures
External	
Library readers, professional groups, visiting colleagues and students	<ul style="list-style-type: none"> • Provides advice about reference and collection matters, participating in presentations, public programs and training activities

Who	Why
Library suppliers including vendors and donors, booksellers, publishers, government departments, public libraries and members of the public	<ul style="list-style-type: none"> • Liaises in relation to the acquisition of library material
Professional and industry colleagues	<ul style="list-style-type: none"> • Establishes a network and consults about policies and best practice, quality initiatives, change management, co-operative arrangements, and technology developments

Role dimensions

Decision making

- Makes independent decisions on priorities and workflows including determining appropriate levels of treatment based on significance.
- Develops plans including procedures, workflows and timetables for projects and special activities in consultation with other stakeholders.
- Identifies and recommends changes to branch processes and procedures and assists in their development and implementation.

Reporting line

This role reports to the Team Leader Collection Access & Description. Other roles reporting to the Team Leader include Librarian Grade 1, Library Technician Grade 2, Library Technician Grade 1 and Library Assistant.

Direct reports

N/A

Essential requirements

- Qualifications acceptable for professional membership of the Australian Library and Information Association (ALIA), Australian Society of Archivists (ASA) or other combination of qualifications and experience deemed by the State Librarian to be equivalent that meets the minimum standard of skill and knowledge inherent in the ALIA standard.
- Experience in managing the arrangement and description of original materials, including manuscript, pictorial and other formats; or diverse published formats including rare books, ephemera, maps and poster both analogue and digital, in an archival and library environment.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Prepare accurate documentation to support cost or resource estimates• Participate and contribute to reviews of progress, outcomes and future improvements• Identify and escalate any possible variance from project plans