Position Details

Communication & Information- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Metadata and Discovery Librarian
Job Reference	100117
Tenure	Indefinite, Full-time
Salary Range	AU$96,811- AU$109,527 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	Black Mountain, ACT
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian Citizens Only
Position reports to the	Library Resources Supervisor
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	0
Enquire about this job	Contact Nina Reddick via email at Nina.reddick@csiro.au
How to apply	Apply online at https://jobs.csiro.au/ Internal applicants please apply via **Jobs Central** If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220.

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

Role Overview

The Library empowers CSIRO people and research by providing exceptional access to information resources and information professionals. As Australia's largest science library we enable discovery and access to a comprehensive and diverse collection across scientific and social science disciplines, and curate CSIRO's research publications. The Library fosters a culture that builds

information literacy through professional reference, training and advisory services. Library staff work in a geographically distributed environment across three teams with dedicated technical support.

Library Resources acquires, describes and makes discoverable materials from CSIRO Library's extensive electronic and physical collections. The team oversees the Library's financial and contract management activities, maintains vendor relationships, ensures catalogue accuracy and troubleshoots problems with vendor platforms and content.

As a member of the Library Resources team, the Metadata and Discovery Librarian describes information resources to enable seamless access through the library catalogue and other repositories. The position will ensure the accurate and timely description of new resources in all formats through the creation of bibliographic records, holdings and linking of electronic/digital titles and collections in Alma. The ongoing management of access to digital resources through library repositories is integral to the role. A flexible approach and teamwork are essential, as well as a willingness to work across the Library to deliver high value services and functions.

Minimum onsite attendance requirement 2 days per week.

Duties and Key Result Areas

- As part of the Library Resources team, create, enhance and maintain metadata for library resources in all formats, for inclusion in library catalogue and publications repositories. Ensure quality control of records, including authority work.
- Maintain accurate coverage and linking of electronic resources.
- Activate, reconcile and manage collections of electronic resources ensuring accuracy of data and linking.
- Troubleshoot and resolve issues relating to library catalogue and publication repository discovery and access including description, linking and coverage.
- Ensure that Library resources are added and record maintenance activities are completed in a timely way to ensure accurate information in library systems.
- Working as part of a multi-disciplinary team, contribute to the delivery of Black Mountain Library onsite services and programs.
- Assist in the development and training of Library colleagues in areas of subject matter expertise, including developing and maintaining guidelines and documentation.
- Ensure that CSIRO publication outputs are professionally curated, open, and available through our repositories maximising the visibility and exposure of CSIRO research, including description and upload of born-digital and digitised resources to Alma and the Research Publications Repository, according to library guidelines.
- Work collaboratively to develop and deliver high-value library services, projects and initiatives.
- As required, establish networks with other library and information practitioners to ensure that the Library continues to add value to CSIRO's operations.
- Communicate openly, effectively, and respectfully with all staff, users, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO's reputation
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

Selection Criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Undergraduate or postgraduate qualification in a relevant area such as Librarianship or Information Management eligible for membership of ALIA, together with relevant library or information experience.
2. Significant experience in descriptive and subject cataloguing of information resources in a variety of formats, relevant to a large research or academic library.
3. Knowledge and experience applying relevant standards including MARC, RDA, UDC and DDC.
4. Record of accomplishment in working with high-end library systems such as Alma and institutional publications repositories.
5. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
6. Demonstrated task organisation and time management skills and ability to meet deadlines, as well as proven ability to work independently and as part of a team to achieve service outcomes and key performance indicators.

Desirable

1. Experience in creating or testing system solutions to enhance information delivery through Alma or other high end library systems.
2. Knowledge of Dublin Core schema for use with institutional repositories.

Required Competencies

- **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
- **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others' reactions.
- **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
- **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
- **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful candidate will be required to obtain and maintain a security clearance at the Baseline level.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit CSIRO Online for more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:
- People First
- Further Together
- Making it Real
- Trusted