



Position Details

Communication & Information- CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Collections and Digitisation Specialist
Job Reference	100126
Tenure	Indefinite, Full-time
Salary Range	AU\$73,567 - AU\$93,630 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 Collections Supervisor
Client Focus – Internal	80%
Client Focus – External	20%
Number of Direct Reports	0
Enquire about this job	Contact Karen Vinales via email at Karen.vinales@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 Collections provides CSIRO people with access to information from CSIRO Library's collections across all formats, and via inter-library loan and document delivery services. The team manages the physical library presence at Black Mountain, ACT as well as the print collection at Clayton, VIC. CSIRO Library holds approximately 17 linear kilometres of specialist science materials in its physical collections.

As a member of the Library Collections team, the Specialist fulfils library collection and inter-library loan requests and undertakes retrieval and maintenance activities associated with physical library collections. Under direction, the Specialist also digitises library collection materials. Working as part of the Black Mountain Library team, the Specialist contributes to delivery of services associated with physical libraries and collections. 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 4 days per week.

Duties and Key Result Areas:

- Under direction, provide access to Library collections through inter-library loan and collection circulation activities, fulfil document delivery and collection requests for CSIRO people and external requesters.
- Under direction, prepare and capture CSIRO publications for inclusion in CSIRO's Research Publications Repository according to Library standards, including quality assurance checking.
- Maintain clear communication with library users regarding processing and delivery of requests.
- Undertake collection retrieval, maintenance and management activities, including end processing of physical collection acquisitions, weeding and re-housing, holdings maintenance, serial check-in and claiming, etc.
- Working as part of a multi-disciplinary team, contribute to the delivery of Black Mountain Library onsite services and programs.
- Contribute to on-the-job training of Library colleagues in areas of subject matter expertise, including developing and maintaining guidelines and related documentation.
- 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.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
- 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. Relevant qualifications in Librarianship or Information Management or equivalent relevant work experience in providing document delivery and/or digitisation programs for library collection materials.
2. Experience in or understanding of using document delivery management systems and high-end library management systems such as Alma.
3. Experience in or understanding of materials preparation and digital image capture, processing and quality assurance.
4. Experience in or understanding of library collections maintenance, access and delivery.
5. Task organisation and time management skills and ability to meet deadlines, as well as ability to work independently and as part of a team to achieve service outcomes and key performance indicators.
6. Excellent attention to detail and ability to follow procedures and exercise judgement within agreed service frameworks.

Desirable

1. Understanding of delivery of services and programs relevant to physical libraries.
2. Current Australian driver's licence.

Required Competencies

- **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
- **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids which will assist in conveying meaning.
- **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
- **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
- **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

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.

Lifting, scanning and photocopying is required in accordance with safe work practices.

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