**Senior Research Librarian, PO3**

**Library Services, Digital & Information Services, Corporate Services**

This role is open to all applicants, however applicants who identify as Aboriginal and/or Torres Strait Islander that meet the minimum requirements for the role will be given priority consideration and invited to participate in the next selection activity.

This role is open to all applicants, however applicants with disability that meet the minimum requirements for the role will be given priority consideration and invited to participate in the next selection activity.

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| **Duration** | Permanent | **Annual Salary** | $95,747 - $104,278 |
| **Type of appointment** | Flexible Full-Time | **Position number** | 71020444 |
| **Location** | Brisbane, Ecosciences Precinct,  Dutton Park | **Contact** | Cecelia Carroll, Manager Library Services, [Cecelia.Carroll@des.qld.gov.au](mailto:Cecelia.Carroll@des.qld.gov.au) |
| **Closing Date** | Wednesday, 3 July 2024 | **Job Ad Reference (JAR)** | QLD/572861/24 |

The [Department](http://www.psc.qld.gov.au/about-us.aspxhttp:/www.psc.qld.gov.au/about-us.aspx) of Environment, Science and Innovation

The Department of Environment, Science and Innovation (DESI) recognises the enormous value a clean environment, innovative society and economy, and a diverse and inclusive culture makes to Queenslanders’ lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science and innovation to help achieve government objectives for a better Queensland.

We value and are committed to:

* building inclusive cultures in the Queensland public sector that respect and promote [human rights](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_humanrights&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=n8IaVLsBmceOUzhioUYLOvzCEJhlCoAknsTUtJUryPc&e=) and [diversity](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_inclusion-2Dand-2Ddiversity-2Dcommitment&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=koW3J_GJiZzzdkvt7CTYJukNsnFmkSdIgcEJAKnkghA&e=).
* strengthening our culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments.
* encouraging and supporting employees as individuals in an inclusive environment by embracing our differences and applying diverse and inclusive thinking to our business.
* the values of the Queensland Public Sector: customers first; ideas into action; unleash potential; be courageous; and empower people.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

At DESI we recognise, respect and value First Nations people and cultures.  We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department’s functions, focus and the type of organisation we are, can be found on our [website](https://www.des.qld.gov.au/our-department/employment).

# Your contribution

Operating from within the Digital and Information Services branch, Library Services unit is responsible for providing Library and research services.

The Senior Research Librarian is responsible for developing and delivering reference, research, information and training products and services that meet the information needs of clients across the Department. The position is also required to ensure that library information systems and services efficiently and effectively meet client requirements and support the Department’s business needs, goals and policies.

Senior Research Librarians have expertise in undertaking a range of information delivery and library activities including cataloguing material using industry standards; document delivery; information management; searching literature databases; electronic and online distribution; training and education in the use of resources.

Through professional, proactive services the Senior Research Librarian will ensure timely and authoritative information supports, strengthens and maintains the departments’ relationships with business, industry and the community.

The Library Services branch, while located in the Department of Environment, Science and Innovation (DESI), also provides support to the Department of Resources (DoR) and Department of Regional Development, Manufacturing and Water (RDMW).

# Your role

As the **Senior Research Librarian** you will:

* provide direct advice and assistance to clients across the department in the use of library services, systems and resources
* undertake specialised reference and research information retrieval services for clients across the Agencies, including searching using research databases and the internet
* develop, deliver and evaluate client training programs and materials focussing on library service, systems and resources
* promote library services, systems and resources through client training programs, publications, presentations and informally through personal contact with clients
* compile daily news alert services in specific subject areas
* provide advice and assistance in the acquisition and delivery of information systems and resources that support goals, programs and initiatives
* participate in the selection of new print and non-print resources and review holding in specific subject areas for updating and deselection
* maintain and update the library management system and physical collection management including shelving and weeding
* contribute to the formulation and implementation of library plans, policies and procedures as a member of the team
* foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

# What we are looking for

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect and inclusion.

This position requires:

* The provision of specialised reference and research information retrieval services for customers, using a range of internal and external information sources: including online research databases and the internet
* Training/Educating departmental clients in the resources and services available from Library Services that will assist them in their duties
* Experience in a Special Library or understanding of all aspect and functions of a Special Library service to support document delivery, purchasing, digitisation of collection and systems tasks
* Confidence in using Microsoft programs, specifically Teams to provide one-on-one and small and large groups information sessions
* Utilise time efficiently by prioritising a broad range of tasks and focussing on key issues by interpreting departmental and Library Services’ policies and procedures
* Develop and contribute to marketing initiatives to promote the library services and resources to clients and stakeholders
* Work effectively and independently in a team environment and build constructive and effective relationships with staff, stakeholders and networks, exercising tact, diplomacy and discretion when required
* Analyse, interpret and solve difficult problems, engaging team and management input to provide accurate and timely solutions.
* Contribution to workplace equity and diversity that enriches our culture of innovation, respect and inclusion.

Every staff member is expected to role model leadership behaviours. This role requires the **Individual contributor** leadership capabilities as outlined in the [Leadership competencies for Queensland booklet](https://www.forgov.qld.gov.au/leadership-competencies-queensland).

# Mandatory requirements

## Citizenship/Visa

To be eligible for employment in this position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify the department if your right to work in Australia ceases.

## Qualifications

To be eligible for appointment to this position you must hold a Graduate Diploma of Information Management (or higher) recognised by the Australian Library and Information Association as conferring eligibility for professional (Associate) membership of the Association or agreed equivalent. Please contact Cecelia Carroll [Cecelia.carroll@des.qld.gov.au](mailto:Cecelia.carroll@des.qld.gov.au) if you have queries regarding equivalency.

## Aboriginal and/or Torres Strait Islander Priority Consideration

Aboriginal and/or Torres Strait Islander priority consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to Aboriginal persons and Torres Strait Islander persons. Aboriginal applicants and Torres Strait Islander applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

An Aboriginal and/or Torres Strait Islander person is one who identifies as an Aboriginal and/or Torres Strait Islander person and either:

* is of Aboriginal and/or Torres Strait Islander descent; or
* is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires:

* your written assertion that you are of Aboriginal or Torres Strait Islander descent.

## Diverse Ability Priority Consideration

Diverse ability consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to persons with disability. Diverse Ability applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires: <

* your written assertion that you are a person with disability.

# Benefits and conditions

For a full list of benefits and conditions that come with this role please see our departmental website: <https://www.des.qld.gov.au/our-department/employment/why-work-with-us/information-for-applicants>

# How **to** apply

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an interview and/or work test. Pre-employment checks, including referee checks will be conducted.

To apply, lodge an application online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) that consists of the following:

* your current resume of no more than four pages
* a short one-page statement that briefly describes why you are the best suited person for this role––noting, our department values equity and diversity so please include information that will help us understand how you could contribute to our workforce diversity
* evidence of the above listed [**Mandatory Requirements**](#_Mandatory_requirements) to confirm your eligibility.

If you need any additional support or adjustments during the recruitment process to help you demonstrate your ability to meet the inherent requirements of the role, please contact Cecelia Carroll at Cecelia.Carroll@des.qld.gov.au.

**Submitting your application**

* Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart Jobs and Careers website. You will need to create a ‘My SmartJob’ account before submitting your application.
* By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
* If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the position description. If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange.
* Hand delivered applications will not be accepted.

**Additional information**

* Criminal history checks may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude an applicant from being considered for employment with the department. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
* If you are the recommended applicant, you will be required to disclose any serious disciplinary action taken against you in public sector employment.
* If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
* A probationary period of three months will apply to external appointees.
* All newly employed public sector employees are obliged to provide their chief executive with a disclosure of employment as a lobbyist in the previous two years.
* Applications will remain current and may be considered for identical/similar vacancies, provided employment commences within 12 months of the closing date of the original vacancy.