Appointment of
Director, Collections and Digital Services
THE UNIVERSITY OF QUEENSLAND LIBRARY
CONTENTS

The University of Queensland Library 01
Role of the Director, Collections and Digital Services 02
About you 04
Conditions of employment 06
How to apply 06
The University of Queensland 07
Governance 08
Strategic directions 08
Strategic Plan 2022 – 2025 09
Leadership capability expectations 10
About Brisbane 11
Further information and website addresses 12
The Library is integral to learning, discovery and engagement at The University of Queensland (UQ). We provide access to quality scholarly information resources and quality client focused services and spaces to support teaching and research. We partner with UQ and the wider community to provide pathways to enrich learning and research.

The University of Queensland Library has one of the largest collections amongst Australian academic libraries and is by far the largest in Queensland. The collection includes access to 2.36 million book titles (electronic and print) and 194,870 journal titles (electronic and print). Our institutional repository, UQ eSpace, houses over 428,000 items authored or co-authored by UQ affiliated researchers, including more than 258,000 journal articles, 74,000 conference papers, and 24,000 theses.

The Library is a critical enabler of the University’s mission, and a core partner in delivering services to support teaching, learning and research with a commitment to the design and development of innovative services that contribute to the ongoing success of the University through close alignment with University strategy.

Information about the Library may be accessed on the Library’s website at library.uq.edu.au.
Role of the Director, Collections and Digital Services

About this opportunity
The Director, Collections and Digital Services plays a pivotal role in the leadership of The University of Queensland Library in a time of change.

Reporting to the University Librarian, the primary purpose of the role is:
• Provide the strategic direction for collections and information resource provision and ensure effective custodianship and access to special collections. This must be aligned to UQ teaching, learning and research needs and be in line with international best practice.
• Steer and facilitate the development of Aboriginal and Torres Strait Islander services and collections.
• Provide high-level and sector leading expert oversight and advice in all aspects of digital learning and digitisation services and lead new digital initiatives.

The position holder will work with colleagues across the University within and outside of the Deputy Vice Chancellor Academic portfolio. The aim is to provide opportunities and support in a range of ways so that we learn, grow in line with needs, and ensure Library staff are well placed to lean into the future. The position will make a significant contribution to positioning the Library at the forefront of the University’s support for learning, teaching and research, and community engagement.

Duties
Duties and responsibilities include, but are not limited to:

People leadership and management
• Lead and manage senior staff in Information Resources and Aboriginal and Torres Strait Islander Collections and Services, and Digital Learning.
• Create, facilitate, and enable high performing teams.

Strategic development and value
• Identify areas of emerging priority and lead new initiatives, including the development of business cases, to ensure the Library continues to deliver globally-leading best-practice services.
• Lead and champion ongoing transformation of the Library’s collections and digital learning services and ensure they are scalable, relevant, accessible and culturally sensitive.
• Initiate and maintain high-level relationships with stakeholders across UQ Library and be a great partner with other areas of the organization and beyond e.g. Group of Eight, CAUL, National and State Libraries and Government.

Service quality and development
• Oversee strategic development of Library information and learning resources, special collections including the Fryer Library and UQ Archives, digital learning and digitisation to ensure operational effectiveness, efficiency and cultural appropriateness, and alignment with UQ needs.
• Quality assure, monitor and evaluate performance to ensure efficient and effective services are delivered and developed.

Business relations
• Ensure contracts and contract negotiations are in line with UQ policy and procedures and that agreements deliver value for money for UQ.
• Work in partnership with the Office of the Deputy Vice Chancellor Academic, the Office of the Deputy Vice Chancellor Research and Innovation, UQ ITS, and others to align with strategic priorities and optimise the Library’s contribution.

Financial management and budgeting
• Manage the preparation, implementation and monitoring of the budget for all areas of responsibility, including, the Library Collections budget and donations budgets.
• Support work with publisher negotiations and relationships with UQ Finance and Procurement.

Library Wide
• With Advancement colleagues lead and support advancement initiatives.
• As a member of the Library Executive, actively participate in the overall strategic development, planning and management of Library.
• Participate in and lead Library and University wide projects.
• Represent the Library and University and Deputise for the University Librarian as required.
• Positively promote the mission of UQ Library http://www.library.uq.edu.au/about/
• Any other duties as reasonably directed by the University Librarian.
• The position holder will cooperate with team members and Library staff, sharing relevant information and seeking information from others as required.
• The expectations for behaviour and ways of working are set out in the UQ Library Way and Essential Behaviours.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• The University’s Code of Conduct.
• Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University, Faculty, Institute or School.
• The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures.
• Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.
About you

As our ideal candidate, you will have experience in the Higher Education Sector and in management of large and complex teams. You will have a strong understanding of research, learning and teaching, and the impacts of technology on these fields. You will also have a strong understanding of how library collections and digital services are changing to support university priorities. You will be committed to reconciliation and value diversity and inclusion.

Your skills and knowledge will include:

- High level of emotional intelligence, with an ability to work collaboratively with a range of people.
- Confident and knowledgeable, with a strong ability to persuade and influence others.
- In-depth understanding of trends in library and information service delivery.
- Ability to lead planning, set priorities and co-ordinate complex work programs.

Essential

- A postgraduate degree and extensive relevant experience; or extensive experience in academic or research libraries; or an equivalent combination of relevant experience and/or education and training including recognised professional library qualifications.
- Demonstrated capacity to succeed in a rapidly changing environment and excellent organizational ability, initiative, strategic thinking and idea development combined with an entrepreneurial approach.
- Ability to initiate and lead transformational change anticipate changing needs and priorities and make sound decisions.
- Knowledge of collections management and services.
- Experience of budget management and experience of developing business cases and bid writing and/or advancement.
- Highly developed leadership skills and demonstrated excellence and experience in leading, motivating and developing a team of high-performing staff to deliver service excellence and inspiring a working culture of psychological safety, recognition and ongoing development. A demonstrated ability to lead people through change, and a mindset of inclusivity and support for colleagues.
- Highly developed interpersonal skills and demonstrated emotional intelligence and cultural competency to contribute and manage effectively in a variety of work situations and partnerships and collaborations, alongside excellent oral and written communication skills with experience communicating effectively across multiple stakeholders. Negotiation skills and demonstrated ability to build relationships with senior stakeholders.
- Strong awareness of, and commitment, to inclusivity and equity principles, organisational ethics, risk management and occupational health and safety policies and practices.
- Ability to influence and interact productively with academic and professional staff at all levels of the organisation with a demonstrated ability to exercise judgment and initiative, with an ability to work collaboratively in a large and diverse organisation.
• Demonstrated ability to communicate vision, set goals, develop priorities, meet timelines, and motivate teams to focus on people-centred support.

• Knowledge of digital development with a commitment to human-centered, service-oriented library organisations and solid knowledge of the research and digital capability education needs of students; understanding of technology as it impacts libraries and higher education.

Desirable

• Experience of contract negotiation and supplier relationship management.

Please note: The University of Queensland Library reserves the right to transfer staff to any of its services.
Conditions of employment

Employment type
This position will be offered as a five-year, fixed term contract with an option of extension by mutual agreement.

Salary and benefits
A competitive salary will be negotiated with the successful candidate.

Classification
Executive

Relocation
If required, a relocation package will be provided to the successful candidate.

How to apply
All applicants must upload the following documents in order for your application to be considered:

- Cover letter addressing the selection criteria.
- Resume

Please note that you will be asked to add all documents into the one upload box labelled ‘resume’, which is step one of the application forms.
For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world’s top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (32), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (50), Academic Ranking of World Universities (47), and Times Higher Education World University Rankings (53).

At UQ, we’re changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland’s highest academic achievers as well as top interstate and overseas students – study across UQ’s 3 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,000 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ’s 311,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,000 PhDs.

UQ’s 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ’s tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth $339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than $57 billion.

UQ is one of only 3 Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; a member of the Association of Pacific Rim Universities (APRU); and one of only 3 Australian charter members of the prestigious edX consortium, the world’s leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 7,410 academic and professional staff (full-time equivalent) and has a $1.877 billion annual operating budget.
Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University’s interests.

uq.edu.au/about/governance

Strategic direction

By 2032, UQ will be known as a university that:

- Delivers highly sought-after graduates, who are prepared for future success through rich and broad educational experiences
- Leads as a premier provider of high-quality postgraduate and lifelong learning opportunities
- Leverages the breadth and depth of its research capabilities and vibrant precincts to address the world’s most pressing challenges
- Is a trusted and agile partner widely regarded as a leader in entrepreneurship, knowledge exchange and commercialisation
- Has an extensive global reach in education and research with a strong commitment to capacity building in the Indo-Pacific
- Breaks down barriers to education through the targeted and effective Queensland Commitment
- Is values-led, deeply committed to delivering for the public good and supporting our people, leading reconciliation, and embracing different life experiences and perspectives
Strategic plan 2022–2025

Our vision
Knowledge leadership for a better world.

Our mission
Our core purpose is to deliver for the public good through excellence in education, research and engagement with our communities and partners: local, national and global.

Our values

What we strive for

- **Creativity**
  We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities

- **Excellence**
  We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

Central to what we do

- **Truth**
  Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

How we work together

- **Integrity**
  We always act with integrity. As stewards of the University’s resources and reputation, we are honest, ethical and principled.

- **Courage**
  We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

- **Respect and inclusivity**
  We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.

about.uq.edu.au/strategic-plan
The UQ Leadership Framework identifies seven key capabilities that define leadership in the UQ context. The framework aligns with UQ’s strategic direction, and mission, vision and values.

**Achieves results and drives accountability**
Leaders ensure engagement and performance, and motivate and empower others to achieve results.

**Communicates and collaborates with influence**
Leaders engage others in open and honest dialogue about important issues and actively seek common interests and goals.

**Exemplifies personal credibility and integrity**
Leaders strive for personal achievement and are visibly proactive and ethical in their dealings with others.

**Fosters learning, inquiry and innovation**
Leaders nurture an environment that allows for multiple perspectives, challenge assumptions, and model openness to new ideas.

**Purposefully leads change**
Leaders initiate and lead change and improvement agendas, modelling behaviour that embraces innovation and change.

**Thinks and works strategically**
Leaders create and communicate a clear direction for the future, aligned with UQ’s vision.

**Values people and builds culture**
Leaders create a positive, constructive workplace where people feel connected and valued.
About Brisbane

Brisbane is the sunny, sophisticated capital city of Queensland and gateway to many famous attractions. Australia’s third largest city and fastest-growing capital with a population of more than 2.5 million, it offers a safe, friendly, multicultural environment characterised by the Brisbane River, parklands, convention facilities, museums, theatres, art galleries, a casino, malls, shopping districts, and a host of cosmopolitan restaurants and cafes.

Selected as host city for the 2032 Olympic and Paralympic Games, visitors can expect unbeatable sports experiences in 37 world-class venues, set against a backdrop of iconic beachfronts, breath-taking rural hinterland, and an exciting city rich in culture and entertainment.

Brisbane also offers a range of lifestyle benefits. Combine artistic and outdoor adventures at South Bank, where cultural institutions and restaurants meet riverside gardens and a lagoon. Take a paddle steamer or ferry down the Brisbane River, abseil Kangaroo Point cliffs, or bike ride through the City Botanic Gardens. Or enjoy a day trip to Moreton Island, Noosa, the Sunshine Coast or Gold Coast, or visit beautiful national parks, rainforests and tourist attractions such as Australia Zoo, Dreamworld and other theme parks.

The perfect place to raise a family, Brisbane has been dubbed a food and drink lover’s paradise, and is also one of Australia’s most liveable and affordable capital cities, with sunny days almost all year round and enough rainfall to keep the city and suburbs cool and green.

A few hours drive north from Brisbane is the Great Barrier Reef, one of the ‘natural wonders of the world’. As the largest World Heritage Area, it stretches more than 2,000 kilometres alongside the coast, and is home to around 1,500 species of fish and 350 types of coral. Stradbroke and Fraser Islands are also world-famous attractions close to Brisbane, featuring some of the largest sand dunes in the world.

A leader in education

Brisbane has a wide range of high-quality schools at primary and secondary level, religious and non-denominational, single-sex and co-educational, with many offering excellence programs or other specialty features such as the International Baccalaureate. Brisbane also offers some of the greatest learning institutes in Australia, with 3 internationally recognised universities covering all areas of study from law and medicine through to business, marketing, tourism, IT and biotechnology. The University of Queensland (UQ) is one of Australia’s leading research and teaching institutes, ranking among the world’s top universities.

Lifestyle

In the heart of Brisbane city, Queen Street Mall is a vibrant shopping and lifestyle precinct and is Australia’s most popular pedestrian mall. Brisbane is also the home for many of Queensland and Australia’s major sporting events in rugby league, rugby union, AFL and cricket.

Brisbane residents have excellent access to health care in both public and private sectors, covering hospitals, general practitioners, dentists, and other allied healthcare professionals. The numerous public and private hospitals include the Princess Alexandra Hospital, the Mater Hospital network, the Queensland Children’s Hospital, and the Royal Brisbane and Women’s Hospital. Urgent and emergency medical care is readily available to everyone.
Further information

General information on the University is available through the University’s website: uq.edu.au

Other documents which you may wish to refer to include:

• Annual Report: about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports
• Governance: about.uq.edu.au/governance
• Key statistics: pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx
• Research at UQ: research.uq.edu.au
• Strategic Plan 2022–2025: about.uq.edu.au/strategic-plan
• UQ Global Strategy: global-strategy.uq.edu.au
• UQ Reconciliation Action Plan: about.uq.edu.au/reconciliation/plan