



## Position Description – Learning, Teaching and Research Librarian

### Position Details

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<b>Position Title:</b>	Learning, Teaching and Research Librarian
<b>College/Portfolio:</b>	Education
<b>School/Group:</b>	RMIT University Library
<b>Campus Location:</b>	Primarily based at City campus, and the potential to work across other RMIT campuses as required.
<b>Classification:</b>	HEW 7
<b>Time Fraction:</b>	1.0 FTE
<b>Employment Type:</b>	Continuing
<b>Fixed Term Reason:</b>	N/A
<b>Reporting Line:</b>	Manager, Library Services (Research)
<b>No. of Direct reports:</b>	N/A

### RMIT University

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RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

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Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## Education Portfolio

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The Education Portfolio leads the planning and implementation of the University's strategies related to RMIT's academic programs and the student experience.

The Portfolio is responsible for:

- development and implementation of the Education Plan in accordance with University strategy as it relates to best practice in learning and teaching, student experience and academic staffing
- oversight of quality assurance for RMIT programs and their contribution to the development of improved outcomes for students and partners
- development and implementation of policy relating to academic profile and its impact on academic programs and staff
- leadership and management of relevant projects deemed as priorities in the RMIT Strategic Plan and University Annual Operating Plan
- provision of resources and services that support academic endeavour through the RMIT University Library
- identifying and planning for administrative and support services to meet the needs of different student cohorts, on and offshore, across the student life cycle
- promoting access to Vocational Education and Higher Education by students from diverse backgrounds and targeted equity groups
- developing and maintaining systems, processes and procedures related to the student record.

## RMIT University Library

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RMIT University Library is a creative partner in the achievement of RMIT University's teaching, learning and research strategic goals. It engages with other groups within the University to design initiatives that have a positive impact on the student experience including the provision of direct support, peer mentoring facilitation, advice and guidance for students' academic skill development. It provides accessible and inclusive resources, services and facilities to support the information needs of RMIT's large and globally distributed student and staff population and supplies expertise for the management of the University's archives and business information.

To support the goals and operations of the University, the Library is arranged into 4 main functional areas: Learning, Teaching and Research; Collections; Quality and Engagement; and Archives. The library increasingly delivers digital collections and services to maximize access by the RMIT user population.

At RMIT Melbourne, the University Library operates from 4 locations: the Swanston Library; the Bundoora Library; the Carlton Library and the Brunswick Library and manages a Makerspace on the city campus. At RMIT Vietnam, the Library supports over 7,000 students from 2 locations: Ho Chi Minh City and Hanoi. All libraries are networked for wireless. They provide flexible spaces for individual and group study, computer equipped group study rooms and seminar rooms for academic and library research skills training.

## Position Summary

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The Learning, Teaching and Research Librarian works within an interdisciplinary team responsible for enhancing academic and research capability in delivering strategic learning, teaching and research services that respond to the needs and priorities of the RMIT Community.

The role supports the development and delivery of library services for researchers and Higher Degree by Research (HDR) students through guiding and advising on scholarly and open access publishing, data management and through the delivery of research training to students throughout the research lifecycle. The role will also be responsible for the provision of advisory services to University research activities to optimise research scholarly impact and visibility.

This position also develops, implements, and evaluates a range of projects that build the capacity of academic and staff to enhance curriculum and online delivery of RMIT's courses and programs. This includes the development and delivery of teaching support activities such as curriculum architecture, program and course transformation, the design and delivery of accessible and interactive digital resources the promotion and adoption of open educational resources.

## Key Accountabilities

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- Collaborate, design, and deliver a range of projects across the Learning, Teaching and Research team to create effective approaches to strengthening academic and research skills.
- Proactively contribute to and participate in program and course enhancements through the review, moderation and delivery of curriculum architecture uplift, blended learning projects, open educational practice and readings curation.
- Provide specialist services to researchers throughout the research lifecycle, including scholarly publishing, open access, research data, management of research information and research outputs.
- Provide specialist services to teachers and professional staff to enhance the application of open pedagogy and open educational practices including the enhanced use of open educational resources.
- Provide advice and deliver training to stakeholders on research and educational technologies in collaboration with internal and external colleagues and specialists.
- Work collaboratively on projects and service delivery with a range of stakeholders, taking on the role of project leader as required.
- Integrate service reporting analytics to measure service performance, for evidence-based decisions to demonstrate the value and impact of academic and study support service delivery.
- Encourage and nurture an environment of trust, open communication, creative thinking, and cohesive team.

## **Key Selection Criteria**

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1. Demonstrated understanding of research and teaching practices and processes in higher education and vocational education sector and their role of a modern academic library.
2. Ability to apply critical thinking and data analysis to make informed recommendations regarding services, and to take responsibility for achieving outcomes.
3. Understanding of instructional design principles and online pedagogy, along with technologies and tools that deliver e-learning content.
4. Demonstrated experience in the design and delivery of digital literacy/research skills programs
5. Excellent communication and interpersonal skills, including the ability to work with researchers in an academic environment
6. Sound organisational and project management skills, specifically the ability to prioritise and deliver agreed outcomes within deadlines.
7. Demonstrated ability to work constructively as a member of a team and to initiate, develop and negotiate effective relationships with clients, including students.
8. Build analytics into design of services to streamline reporting.

## **Qualifications**

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Degree in Library and Information Services (or equivalent) with subsequent relevant experience and eligibility for professional membership of ALIA.

Desirable: Post Graduate Qualification in Tertiary Teaching and Learning or equivalent.

## **Working with Children Check**

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Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.