



Position Description – Library Officer, Resource Sharing

Position Details

Position Title:	Library Officer Resource Sharing
College/Portfolio:	Education
School/Group:	RMIT University Library
Campus Location:	Based at the Bundoora campus and may be required to work and/or be based at other campuses of the University
Classification:	HEW 5
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

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

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

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

Education Portfolio

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

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 15,000 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

The Library Officer, Resource Sharing is part of a team that is responsible for ensuring that the best resources are selected to support RMIT scholars. The position has a focus on supporting the operations of resource sharing, which encompasses requesting and supplying resources to RMIT users remotely or across campus locations, and to other library services worldwide. The incumbent may be required to perform duties in any Collections team in addition to Resource Sharing functions.

Reporting Line

Reports to: Senior Coordinator, Collection Development

Direct reports: None

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>. Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide customer-oriented and efficient resource sharing services to the RMIT Community.
- Provide support by telephone, email and in person to customers in relation to resource sharing.
- Liaise with other members of the University and library community in relation to resource sharing as required.
- Undertake other specific resource sharing projects and tasks as required.
- Assist in developing and testing new workflows and/or software.
- Create and maintain procedures, collect and report statistics.
- Contribute to Collection Development activities as required.
- Role model a growth mindset and a readiness to be adaptable, working in an agile way.

Key Selection Criteria

- Demonstrated experience or knowledge in the use of applications relating to resource sharing, automated circulation systems and the Microsoft Office suite of software.
- Understanding and knowledge of resource sharing practices.
- Well-developed communication and interpersonal skills.
- Demonstrated focus on delivering excellent customer service.
- Demonstrated ability to work co-operatively and contribute to the achievement of team goals.
- Flexible approach to change and ability to adapt to changes in workflows and the work environment.

Qualifications

Degree in library and information services or equivalent, or relevant experience in resource sharing (preferably in an academic library), or an equivalent combination of education, training and/or experience.

Other Relevant Information

Appointment to this position is subject to a **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.

Endorsed:	Name: Alice Fahey Title: Senior Coordinator, Collection Development Date: 30/6/25	Approved:	Name: Arlene O'Sullivan Title: Associate Director, Library Services (Collections) Date: 4/7/25
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