



The Australian Wine
Research Institute

POSITION DESCRIPTION

Position: Library & Information Services Coordinator

Reports to: Information and Knowledge Manager

Job purpose:

The Industry Development and Support (IDS) group offers a range of client-focused library, information and knowledge management services to the Australian grape and wine sector.

The Library & Information Services Coordinator is a member of the John Fornachon Memorial Library Team within IDS and is responsible for the day-to-day operations of the AWRI library and contribute to the delivery of information and knowledge services and tools to the sector.

Qualifications:

Qualification in Librarianship or Information Management.

Experience:

Proven experience in working in a special library, and using and administering a library management system.

Experience with Koha Library System is highly desirable.

Proven experience in creating and editing website content.

Experience with WordPress is highly desirable.

Principal accountabilities:

1. Play a key role in transforming the library to a modern knowledge hub, a principal source of content for the latest and relevant winemaking and viticulture resources for the Australian wine sector.
2. Source, curate and package the latest and relevant grape and wine information for use by the sector including cataloguing, journal accessioning, abstract uploads and indexing of core journal articles.
3. Ensure timely and effective service delivery (including reference services, literature searches, document delivery and inter-library loans) to library users.
4. Promote knowledge hub resources and library services to the Australian wine industry.
5. Maintain the library's collection, loans and circulation systems, overdue loans, stocktaking, shelving and updating library displays.
6. Assist with the maintenance and provision of technical support of the AWRI's intranet environment.

7. Assist in the preparation of quarterly Board and Annual Reports.
8. Assist the Information and Knowledge Manager in the preparation of, and ongoing compliance with, the AWRI library budget.
9. Develop and maintain library procedures.
10. Undertake other duties as requested by the Information and Knowledge Manager, the Group Manager – Industry Development and Support or the Managing Director.
11. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remains the property of the AWRI.
12. Promote the general wellbeing of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

Person Specification:

1. Well developed communication skills, both verbal and written.
2. Efficient time management skills to plan and prioritise tasks and meet deadlines.
3. Excellent interpersonal skills to be able to work effectively in a team environment.
4. Display initiative.

Workplace Health and Safety Responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.