

Role description

Research Librarian

Reports to	Senior Manager, Strategy and Operations
Location	Work from home (Australia-wide)
Type of employment	Ongoing or fixed term
Full time/Part time	Part time/possibly full time if combined with other duties
Salary range	\$95,550–\$107,884 p.a. plus 9.5% superannuation

About AERO

The Australian Education Research Organisation (AERO) is Australia's national education evidence body. AERO is working towards excellent and equitable outcomes for all children and young people by generating and making high-quality evidence accessible, and enhancing the use of evidence in Australian education.

AERO is a not-for-profit company owned by education ministers and operating under the governance of an independent Board.

Primary purpose of the role

The Research Librarian provides a range of research and website support and general library services to support the staff of AERO to achieve organisational goals.

Accountabilities

- Conduct literature searches to inform primary research and research synthesis products.
- Manage access to research databases and libraries and source full text articles, book chapters, books etc. as required.
- Produce regular compilations of recently published research to keep AERO staff informed.
- Manage AERO library subscriptions.
- Assist with collating research resources for AERO's website.
- Contribute to establishing and maintaining an effective cataloguing function on the AERO website.
- Assign metadata to AERO website content to ensure that it is easy for the website's users to find the information they seek.
- Contribute to information management projects, including designing information storage and retrieval systems, and developing procedures for collecting, organising, interpreting and classifying information.

Key challenges

- Supporting a geographically dispersed team
- Ensuring that the research team and the website's users can find the information they seek
- Managing competing priorities and providing consistently high levels of support

Key relationships

Manager

- Provide expert advice and contribute to decision-making.
- Identify emerging issues/risks and their implications and propose solutions.
- Receive advice and report on progress towards business objectives and discuss future directions.

Website team members

- Consult and discuss day-to-day activities and team tasks.

Research team members

- Consult and discuss day-to-day activities and team tasks.

Managers and staff of AERO

- Respond to requests for information or assistance.
- Develop and maintain effective working relationships and open channels of communication.
- Manage the flow of information, including responding to queries, identifying needs, communicating services and resolving issues.

Behaviours

Ambition: Shows desire and determination for contributing to achieving the organisation's goals and engaging in continuous learning and organisational improvement.

Collaboration: Works with others internally and externally to jointly solve issues and problems and help achieve organisational goals.

Integrity: Complies with legislation, policies, guidelines and codes of conduct and behaves in an honest and ethical way.

Rigour: Applies relentless attention and care to ensure work is of the highest standard.

Diversity: Is respectful of difference of background, opinion and experience and contributes their own in order to contribute to achieving excellence in meeting the organisation's goals.

Inclusivity & accessibility: Contributes to ensuring diverse perspectives and talents are embedded in the work of the organisation. Provides useful and succinct information, in formats that are easy to access and use.

Openness & transparency: Builds trust in key relationships by being honest, sharing expertise and supporting new ideas. Welcomes scrutiny of work to ensure the organisation meets external requirements.

Essential requirements

- Qualifications acceptable for professional membership of the Australian Library and Information Association (ALIA) or equivalent