

<b>LOCAL TITLE:</b>	Digital Repository Project Manager		
<b>POSITION NUMBER:</b>		<b>LEVEL:</b>	9
<b>DIVISION/OFFICE:</b>	LIBRARY		<b>DEPARTMENT:</b> Project Office
<b>HOURS:</b>	Full time	Monday to Friday	<b>SHIFTS REQUIRED:</b> N/A
<b>REPORTS TO:</b>	Deputy University Librarian		<b>CURRENT OCCUPANT:</b> NEW
<b>WRITTEN BY:</b>	Jennifer Peasley		<b>DATE:</b> 23 April 2007

### A. JOB PURPOSE

Provide leadership and strategic direction for the development and implementation of a digital repository for the University to capture, store, index, preserve, provide access to and promote the University's intellectual and research output. Research and monitor developments and best practice in the provision and support of digital repositories, including longer-term preservation of University outputs, for implementation within the University. Provide strategic advice and information to the University and other stakeholders on a wide range of repository and open access issues. Identify the future strategic needs in this area and drive the implementation of relevant strategies, policies and plans in collaboration with University Administration.

### B. MAJOR RESPONSIBILITIES

- Providing leadership and strategic direction for the development, implementation and maintenance of a digital repository and associated activities
- Managing the Digital Repository Project according to project management principles
- Developing budgets, funding bids and business cases for the Project, and recruiting project staff as required
- Establishing and meeting targets for the Project, including budget targets
- Identifying best practice for implementing a digital repository/repositories
- Leading research into new services and providing advice, including technical advice, to stakeholders
- Reporting on projects, to the Library and the University, and externally through meetings, seminars and conferences.
- Building relationships with stakeholders within the University to support the digital repository and collaborating with other universities and similar projects.
- Identifying and delivering on the University's Research Quality Framework and other research assessment requirements as they relate to the digital repository, in collaboration with the Office of the Deputy Vice-Chancellor (Research).



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Modified: 26-September-2007

**C. DELEGATIONS**

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**D. REPORTING RELATIONSHIPS AND SUBORDINATES**

**Reports to:**

Deputy University Librarian.

**Subordinates:**

Project Officer, Digital Repository Project; casual project staff.

**E. SELECTION CRITERIA**

- Postgraduate qualifications in project management, information management or other relevant discipline and extensive relevant experience in project management or digital repository management OR extensive relevant experience and management expertise OR an equivalent combination of relevant experience and/or education/training
- demonstrated high level understanding of the relationship of the project to the business of the Library, the University and academia
- highly developed oral and written communication skills including the ability to represent the Library and University with tact and diplomacy and to interact effectively across all levels of the University community and stakeholders
- demonstrated ability to build effective relationships, to influence and negotiate with stakeholders, key partners and service providers
- highly developed abilities to work independently, analyse and solve problems and use judgement within a complex environment
- demonstrated highly effective leadership and team working skills within a complex environment including proven experience in service innovation and in building and leading an integrated team
- demonstrated understanding of, and experience in, project management principles, practices and techniques
- demonstrated understanding and application of OH&S and EO/diversity principles including the ability to identify, develop and implement policies and procedures in accord with these principles.

**F. LEVEL OF SUPERVISION**

Work under broad direction; direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures may be required. Performance will be measured against objectives and the ability to meet the overall strategic direction of the Library.

**G. INDEPENDENCE**

Work independently to provide advice to Library and University Management and others on issues requiring integration within the University and externally.



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Independence is exercised by such issues as:

- Identifying and developing effective strategies, funding bids and business cases to ensure the success of the project
- identifying, building and nurturing durable and effective networks, relationships and partnerships across the Library, University and external partners to facilitate the implementation of strategies and plans and ensure their communication to internal and external stakeholders.

**H. RECOURSE TO HIGHER LEVEL OR OTHER AREAS OF THE UNIVERSITY**

Internal: Deputy University Librarian, Library Management, Library staff, Research Office, Higher Degree Research Office, Deans, Heads of School and academic staff

External: External committees, key staff from other universities, academic libraries and research organisations, Department of Education, Science and Training, external suppliers and consultants.

**I. JUDGEMENT**

Exercise judgement in the development and implementation of programs to meet the strategic needs of the Library, its staff and clients. This includes such issues as:

- identifying emerging policies and issues, and developing strategies to respond to these in the best interests of the University.
- identifying, analysing, evaluating best practice in the provision and support of digital repositories and recommending appropriate strategies for the University.

**J. PROBLEM SOLVING**

Achieve objectives operating within complex organisational structures within the University and externally. This includes such issues as:

- negotiating the delivery of successful outcomes to meet changing internal and external demands within available resources and in collaboration with a range of internal and external service providers.
- Managing expectations of, and relationships with, external organisations, the Project Steering Group, project team contributors, project stakeholders and sponsors.



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