



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 863001
SCHOOL/OFFICE: MEDICAL LIBRARY	CLASSIFICATION:
DIVISION/STRAND: (insert name here)	POSITION TITLE: MEDICAL LIBRARIAN
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: UNIVERSITY LIBRARIAN
SECTION: MEDICAL LIBRARY	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (insert class here) PN (insert approved position number here)
LOCATION: TAURAMA CAMPUS	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE: (overall description of the function of this position)

1. Responsible for the management and provision of library and information services that meets: (a) the current academic and research needs of staff and students of the UPNG, (b) anticipates future needs and (c) facilitates for library development.
2. Responsible for taking a leading role in planning, coordinating, implementing and reporting on the work programs of the Medical Library in consultation with the University Librarian.

ACCOUNTABILITIES (overall description of the responsibilities of this position such as financial delegations of supervising staff).

In consultation and coordination with Library Administration, is responsible for the management of all the resources of the Medical Library including: information, finance (budget), staff, assets – equipment, furniture and the Medical library building.

MAJOR DUTIES (list the main tasks of this position, e.g., provide technical advice or manage an area)

1. Prepare annual Management plans and long term plans (3-5 years) of the Medical Library which facilitates for efficiency in service delivery and promotes library management.
2. Ensure that adequate, relevant, appropriate and up to date information resources and related services are available to staff and students of the School of Medicine and Health Sciences.
3. Liaise with Heads of Divisions and strands of the Schools to identify and satisfy the existing information needs of staff and students of the School of Medicine and Health Science.
4. Develop and expand the information resources and services of the library, taking into consideration: technological advance, current user demand and industry developments.
5. Manage the Integrated Library Management System (Liberty) with the support of the Systems Librarian, ICT and the Supplier to ensure that all the modules are being effectively utilised.

6. To effectively manage the Human resource functions of the Medical Library: recruitment, services delivery, staff development, and welfare to ensure that the quantity and quality of services is at the expected level.
7. Account for all money collected from fee paying services e.g. external membership fees, photocopying, library fines etc.
8. Ensure that users have easy and ready access to all types of information resources and services (including electronic) both within the Library and externally.
9. Plan and deliver user education activities which apply appropriate teaching and assessment methods and include: referencing, information search/retrieval techniques, etc. for undergraduate and post graduate students.
10. Formulate and review Medical library policies, procedures, manuals, and practices to ensure that services delivered consistently meets current user demand and library standards.
11. Promote awareness of library resources and services to ensure that they are effectively utilized.
12. Provide advice and assistance to Institutions associated with SMHS, e.g. the Clinical School in Goroka in relation to their information needs.
13. Represent and promote the interests of the library both inside and outside UPNG, nationally and internationally.
14. Prepare quarterly and annual operational reports and submit to the University Librarian for consolidation to the Library's report. This is to enable monitoring and review of progress in all activities.
15. Constantly analyse the operations in your section and assess the following: quality and quantity of output, incidences and issues, then review/revise and improve: procedures, policies and processes to ensure that they: (a) are relevant, (b) promote efficiency in service delivery, (c) contribute to user satisfaction, and (d) improve library standards.
16. Maintain effective dialogue and coordination with the University Librarian and other colleagues to promote teamwork and contribute to effective library management and development.
17. Contribute to library and information industry development by participating in: the training of young professionals who are on field work and job attachment; workshops, conferences and professional group meetings and events, etc.
18. Undertake any other duties related to and consistent with providing library and information services as required by the University Librarian or the nominee.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

(identify the mandatory or desirable qualifications or training level required for this position. Refer to the Position Classification Standards in the Staff Handbook)

The appointee must possess at least the minimum qualification: a Bachelor degree in Library and Information Studies or equivalent. Preferred as the ideal is a Master's Degree in Library and information or information related field, or Business Administration. Experience or specialisation in a Medical Library or health environment is desirable.

EXPERIENCE, KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

(list the specific knowledge, skills, personal qualities e.g., demonstrated ability to supervise staff and personal attributes, e.g., self-motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Must have minimum: 5 years' work experience in an academic or research library in a managerial position.
2. Proven managerial skills with the ability to plan and initiate change and library development.
3. Must be computer literate and be able to competently perform online information storage and retrieval activities; and use database management applications. Knowledge of academic database management information systems e.g. LIBSYS or Liberty would be an advantage.
4. Must have good leadership skills, and knowledge of project and strategic management.
5. Must have high analytical skills for: effective decision making, problem solving, policy formulation and reviews.
6. Experience in preservation administration of information resources is desirable.
7. Experience and knowledge in medical or health information is desirable.
8. Must have sound knowledge in library and applied research, and the ability to confidently and effectively assist Students, Academics, and researchers.
9. Must be able to perform cataloguing duties based on established library cataloguing standards.
10. Must be able to communicate effectively in English both verbally and in writing.
11. Must be self-motivated, innovative and have a positive attitude to change and library development.
12. Must be willing and able to mentor, train staff and young professionals or students on the job.
13. Must have the ability to command respect and co-operation from colleagues and subordinates.
14. Must have the ability to comprehend complex ideas, debate and achieve a consensus.
15. Prepared to work long hours or take on extra duties when required.
16. Must have the interest and potential for learning and career development.
17. Must be able to understand the UPNG Code of Conduct, and apply good work ethics, to achieve desired output.

HISTORY OF POSITION - (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS