



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.: 283012</b>
<b>SCHOOL/OFFICE:</b> <b>MICHAEL SOMARE LIBRARY</b>	<b>CLASSIFICATION:</b>
<b>DIVISION/STRAND:</b> (insert name here)	<b>POSITION TITLE: ASSISTANT LIBRARIAN</b>
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> <b>NGC LIBRARIAN</b>
<b>SECTION:</b> <b>NEW GUINEA COLLECTION</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>LOCATION:</b> <b>WAIGANI CAMPUS</b>	

#### ROLES AND RESPONSIBILITIES OF POSITION

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

Responsible for assisting the Section Head in the 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.

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

1. Is responsible for providing assistance in the collection, organisation, cataloguing, storage and preservation of information resources in the New Guinea Collection.
2. Required to provide supervisory support to the Section Head for the effective utilisation and maintenance of all the other resources of the Section including: finance (budget), Human Resources / staff, assets – equipment, furniture and library building and space allocated to the section.

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

1. Assist the Section Head to prepare annual Management plans and long term development plans (3-5 years) of the New Guinea Collection which facilitates for efficiency in service delivery and promotes library development.
2. Assist the Section Head to identify, acquire and organise, relevant, current and archival information resources in all formats: print, online, CDs, photos etc, to ensure that there is adequate information available to staff, students, and Researchers and others who are interested in information about Papua New Guinea. Special emphasis must be placed in collecting UPNG publications.

3. Participate in delegated duties that requires liaison with other institutions both locally and internationally such as Libraries, the Museum, the National Archives, the National Library, Government Departments and Agencies and other stake holders for the sake of acquiring publications about PNG, sharing information, and promoting the development of special collections.
4. Assist the Section Head to, plan and implement projects that would have a positive impact on improving the management and development of the special collection taking into consideration: (a) the current state of the library, (b) current user demand (c) technological advance, and (d) industry developments.
5. Effectively apply the Integrated Library Management System to manage the collection and provide maximum access to Users through the helpdesk and User requirements etc.
6. Provide support needed by the Section Head to implement the following the Human resource functions of the Section: orientation of new staff, on the job training of young professionals, monitor and supervise staff performance for effective services delivery, staff development, and staff welfare to ensure that: (a) the quantity and quality of services is at the expected level, (b) staff job satisfaction is achieved and (c) succession planning is effective.
7. Assist the Section Head to provide the budget requirements of the Section and Account for money collected from fees paying services e.g. photocopying and Library fines.
8. Ensure that all targeted Users have convenient, easy and quick access to all types of information resources and services.
9. Catalogue NGC information resources based on existing cataloguing standards in consultation with the Chief Cataloguer.
10. Edit records newly created and resolve cataloguing identified through user enquiries and circulation process.
11. Contribute to user education and students orientation activities of the library and ensure that students and Staff can confidently and competently locate needed information and make maximum use of the collection.
12. Assist the Section head to formulate new and review existing library policies, procedures, manuals, and practices which are specific to PNG collection.
13. Constantly analyse the following: operations, incidences, issues and then review and improve procedures, policies and processes to ensure that it is relevant, and promotes efficiency in service delivery.
14. Maintain effective dialogue and coordination with the Section Head and other colleagues to promote teamwork and contribute to effective library management and development.
15. Supervise Reader Services Section during scheduled shift work after 4.06pm or weekends.
16. Assist the Section Head to compile statistics and other information needed to prepare quarterly and annual reports.

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. Represent and promote the interests and image of the Library and UPNG both nation-wide and internationally.
19. Regularly assess your own work performance and take the following actions: Report incidences; identify issues and obstacles and then find solutions OR refer to your Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).
20. Undertake any other duties related to and consistent with providing library and information services as required by the Section head or Library Management.

## **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 a Bachelor degree in Library and Information Studies or equivalent. Experience in managing special collections is an advantage.

## **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 library in a Supervisory position.
2. Proven Supervisory or management skills in an academic library environment.
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 and Liberty would be an advantage.
4. Must have good leadership skills, be a good role model, and have a good work track record.
5. Must have analytical skills for effective decision making and problem solving.
6. Skills and experience in preservation administration of information resources is an advantage.
7. Experience and knowledge in managing special collections and Archives would be an advantage.

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 in consultation with the Chief Cataloguer.
10. Must be able to communicate effectively in English both verbally and in writing.
11. Must be able to easily and confidently relate with colleagues, students, Academics and Researchers.
12. Prepared to work long hours and take on extra duties when required.
13. Must be self-motivated, innovative and have a positive attitude to change and library development.
14. Must be willing to train staff and young professionals on the job.
15. Must be able to understand the UPNG Code of Conduct, and apply good work ethics, to achieve desired output.
16. Must have the interest and potential for learning and career development.

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**HISTORY OF POSITION - (HR DIVISION OFFICE USE ONLY)**

UPNG FILE NO.	DATE OF VARIATION	DETAILS