

Research Support Librarian (Bibliographic)



Provides indexing services and back-up reference and research support service to scientists and staff, adding value to the world class science undertaken in the organisation. Role requires flexibility and adaptability to meet the needs of a changing environment and service.

Reports to:	Library Services Team Leader
Department:	Information Management
Group:	Information Services and Technology
Tenure:	Permanent
Location:	Avalon
Direct reports:	N/A
Budget:	N/A
Career Path:	Specialist
Job Family:	Operations, Data and Technology
Career Step:	Technician 1 / GNS Band 4
Date:	May 2024

Position priorities and responsibilities

Indexing Services

- Monitor publication sources for material written by GNS staff, and in scope for the Bibliographic Database's coverage of New Zealand geoscience and Antarctica.
- Undertake specialised and detailed indexing of current material, including Consultancy reports, to increase the accessibility of material for scientists, following the established Library Service Level and indexing standards.
- Manage the Publication Section of the online Staff Profiles for staff, ensuring they are kept up to date, liaising with staff and the Research Office as necessary.
- Responsible for reporting publication outputs for internal and external sources, according to set criteria and in response to specific requests, and meeting deadlines.
- Assist with the management of the GNS Science Reference Style guide and its implementation and with reference checking for GNS Science outputs.
 - ensure references are formatted according to the official GNS Science Reference Style,
 - ensure new references are added to the associated Endnote Libraries.
 - provide advice to the Document Specialists where appropriate.
- Ensure in-house policies and procedures for indexing and cataloguing are up to date.

- Continually improve the metadata of images to ensure quality and accuracy; and enabling effective access to the collection. Through project work upload and index photographic images, liaising with external providers (DAC) to obtain high resolution images to add value.

Reference and Research Support

- Directly support science research by providing specialised literature search and reference services to all scientists and other staff
 - engage with clients to understand their needs (research undertaken, specific deliverables, timeframes) and any specific requirements.
 - use knowledge of literature and reference sources (internal / external) to compile and organise results to ensure accessibility e.g., Endnote database, document, or spreadsheet.
 - analyse and evaluate material for relevance and authenticity to add value, working with colleagues to solve problems, review and check that all options/strategies have been explored to provide the best results.
- Source specific requests for staff and external clients, using the OCLC worldwide Interloan scheme and other document supply services where appropriate, while meeting agreed service standards.
- If required set up and monitor alert notifications for staff, and through understanding / anticipating client requirements, make them aware of any material which may assist their work.
- Provide a reference service for the VML database, as required to support science research and meet incoming requests from external users. Engage with users to meet their requirements.
- Undertake researcher health checks with science staff to ensure that publication profiles are up to date; this includes ORCID, Scopus ID and the inhouse Staff profile system. Liaise with other library staff and vendors as appropriate to add material and correct entries. Promote the benefit of up-to-date profiles for bibliometrics and CV generation.
- Seek to improve the Library reference service by assessing new methods and relevant technologies through listservs, reading, networking, and attending conferences / seminars (internal and external).

Library Systems

- Configure to enhance functionality and usability of the Library Management System database for staff.
- Responsible for the functionality of the in-house Library Services databases to ensure they operate effectively for Library and all GNS staff.
- Collaborate with the Library and vendor to manage and develop the VML database to ensure it has functionality to meet staff and Public Records Act requirements.
- Assist to manage permissions to use images and ensure compliance with the Copyright Act, Privacy Act and any other relevant legislation / restrictions imposed by photographers and / or GNS Science. Create and issue the licenses to external clients, charging where necessary.
- Provide assistance to other Library staff in the use of these databases.
- Liaise with IT staff and vendors as necessary and implement agreed changes as appropriate.

User Education

- Provide professional advice to internal clients to encourage efficient use of the Library service, including the print collections, e-journals, library databases available via the Intranet.
- Provide helpful, friendly, and professional advice to internal clients to make efficient use of the VML database, including training staff to upload, search and retrieve images.
- Provide expert guidance on using bibliographic management tools e.g., EndNote.

- Using specialist skills, train staff on information searching techniques, to facilitate effective use of tools.
- Engage with scientific staff to promote the VML as the official repository for images in GNS Science and monitor their uploads for consistency.
- Build and maintain effective relationships with staff, including one on one induction training for new staff, focusing on their specific needs.

Collection and Curation

- Maintain an advanced knowledge of in-house Library collections through keeping up to date with changes in electronic resources and use of print resources, including science records, to effectively provide service to staff. Assist with the management of electronic and print collections in conjunction with team members to ensure accessibility and usefulness.
- Responsible for backup serial management including the recording, display, and circulation of journals for Avalon and NIC, meeting agreed timeframes.
- If necessary assist with the acquisition of NIC and Avalon site books and journals in consultation with the appropriate staff.

General

- Seek out relevant new technology and methods and where appropriate improve and develop the library service and Intranet.
- Provide statistics and a written monthly report on achievements against objectives and key tasks to the Library Services Team Leader in agreed timeframe.
- Work on projects identified in the Information Management Business and Project Plans.
- Work with the Information Management team to provide a timely accurate information service focusing on the needs of staff and clients, performing other duties as required.
- Engage with scientific staff to evaluate the needs of the service and implement improvements.
- Demonstrate flexibility by undertaking projects when required.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Library Services Team
- Information Management Team
- All GNS staff

External:

- New Zealand Interloan libraries
- Approved external researchers including post-graduate students
- Approved external clients (identified in Library policies)

- Library vendors
- National Library Legal Deposit services
- External Bibliographic Services

Person specification

Skills, knowledge and attributes

- Knowledge of and experience of, and proficient in using databases and Library Management Systems.
- Focus on quality output, with attention to detail and accurate spelling.
- Demonstrated excellence with searching techniques.
- Demonstrated analytical and problem-solving skills.
- High degree of computer literacy and knowledge of Microsoft Office products.
- Good understanding of relevant legislation, especially the Copyright Act and applying it.
- Customer service focus and enthusiasm.
- Interpersonal skills to interact with a wide range of people at GNS Science.
- Able to work independently and collaborate with other team members.
- Good organisational and time management skills.
- Flexibility when faced with different tasks.
- The ability to adapt to changes in work loads and prioritise tasks.

Experience

Essential:

- Minimum of 5 years work in a Library as a qualified professional.
- Indexing or cataloguing experience.

Desirable:

- Previous work in academic or science library an advantage.
- Experience processing Interloans using OCLC WorldShare.

Qualifications

Essential:

- Information or Library studies degree or postgraduate qualification.

Desirable:

- LIANZA Professional Registration.

Other requirements

Desirable:

- Driver's licence.

Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.