Australian National University

Position Description

College/Division:	Research and Innovation Portfolio
Faculty/School/Centre:	Research Infrastructure and Entities
Department/Unit:	Library
Position Title:	Deputy Director, Library
Classification:	Senior Manager 3
Position No:	29723
Responsible to:	University Librarian
Number of positions that report to this role:	3-5
Delegation(s) Assigned:	D4

PURPOSE STATEMENT:

The Australian National University enjoys the unique position of being Australia's only national university. That status means that the University is responsible for research and education initiatives that set the agenda for the rest of Australia.

The University Library is part of Research and Innovation Portfolio and is a critical component of the University's research infrastructure. The Library forms the foundation upon which discovery and scholarship are built, enabling the creation, connection, and enduring value of knowledge. This signature role operates at the nexus of research infrastructure and academic mission, ensuring the integrity and evolution of the University's knowledge systems. It integrates academic engagement, system innovation, stewardship of the scholarly record, and sector leadership.

KEY ACCOUNTABILITY AREAS:

The Deputy Director, Library is responsible and accountable for leading the strategic implementation and sustainability of Library services and capabilities in alignment with University priorities, while driving organisational transformation and innovation across physical and digital knowledge and service environments.

The position provides leadership on issues relating to scholarly information, research engagement, research data stewardship, open scholarship, digital scholarship, knowledge stewardship, and emerging technologies. A key responsibility is ongoing development of staff capacity and capabilities and fostering a culture of excellence in enabling the University's mission.

Position Dimension & Relationships:

The Deputy Director, Library works under the broad direction of the University Librarian and is the principal deputy to the University Librarian. The Deputy Director, Library provides leadership and direction to senior managers responsible for Collection Access & Discovery, Client Services, Academic Skills and other areas as required. The position will work collaboratively with partners across the University, particularly across research infrastructure, education, and professional service portfolios.

Deputy Director, Library will develop and maintain strategic relationships across the higher education, research, library, archives, gallery, museum and cultural heritage sectors, representing the University nationally and internationally as required.

ROLE STATEMENT:

Under broad direction, the Deputy Director, Library, will:

- Provide leadership, direction, and development for the Library as research infrastructure to support and enable transformational research and education.
- Provide leadership across the Library, translating strategic priorities into operational outcomes and contributing to organisational decision-making, planning, and performance.
- As a member of the Library Executive Leadership Group, contribute to strategic planning, policy development, organisational performance and continuous improvement.
- Lead the stewardship of financial, human, digital and physical resources to ensure sustainable service delivery and achievement of strategic objectives.
- Engage, collaborate and steward strong relationships with colleagues within the Research and Innovation portfolio and across the University; including the Education Portfolio, Academic staff across colleges, students and essential partners in People & Culture and Finance & Business Services,
- Lead strategic innovation and digital transformation initiatives, including the effective adoption of emerging technologies, contemporary knowledge systems, underpinned by culturally aware and informed decision making.
- Lead and contribute to a positive and safe work environment for all Library staff and Library users through modelling inclusive, collaborative, respectful and culturally sensitive conduct and ethical behaviours.
- Represent the Library as required and develop constructive partnerships and foster collaboration across the University community and engage productively beyond the University.
- Act as the principal deputy to the University Librarian, exercising delegated authority and representing the Library and University as required.
- Ensure compliance with all relevant University policies and regulatory obligations.
- Undertake other duties as required from time to time consistent with the classification level of the position.

SELECTION CRITERIA:

1. A postgraduate qualification in information science or a related discipline, or equivalent experience, with eligibility for professional membership of the Australian Library and Information Association (ALIA) and demonstrated leadership within scholarly environments.
2. A demonstrated record of effective management of significant financial, human and material resources.
3. Demonstrated understanding of the research lifecycle and the role of research infrastructure in enabling research excellence, impact, and integrity.
4. Demonstrated ability to lead organisational transformation, service innovation, and adoption of emerging technologies in complex environments.
5. Success in leading large multidisciplinary teams through organisational change and fostering an inclusive and collaborative workplace culture
6. Highly developed interpersonal, communication and negotiation skills, and the ability to build constructive relationships internally and externally.
7. Demonstrated ability to develop and sustain strategic partnerships and influence outcomes across complex stakeholder environments.
8. A demonstrated high level of understanding of equal opportunity principles and policies and a commitment to the application of EO policies in a university context and a demonstrated achievement in responsibility for workplace safety and culture.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:	Thomas Foley	**Date:**	14/10/2026

References:

Professional Staff Classification Descriptors

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research and Innovation	**Dept/School/Section**	Library
Position Title	Deputy Director, Library	**Classification**	SM3
Position No.	29723	**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):