

Position Description

Medical Librarian Grade 1

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| Classification: | AHPI Medical Librarian Grade 1 |
| Business unit/department: | Austin Health Sciences Library |
| Work location: | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| Agreement: | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 |
| Employment type: | Fixed-Term Part-Time |
| Hours per week: | 10 |
| Reports to: | Chief Librarian |
| Direct reports: | N/A |
| Financial management: | Budget: N/A |
| Date: | November 2025 |

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

Together with the Chief Librarian and other members of the Library team; work to provide a world-class library and information service at Austin Health.

About the Directorate/Division/Department

The Health Sciences Library sits within the Clinical Education Unit, and is a trusted and integral part of the hospital healthcare team, delivering responsive, high-quality information support to Austin Health, Mercy Hospital for Women, and affiliated university clinical schools. Renowned for its customer service and excellence in health librarianship, the Library empowers clinicians and students

with access to point-of-care tools, educational resources, and a rich collection of scientific literature – available anytime, anywhere.

With a strong presence both online and within the hospital, the Library fosters collaboration across medicine, nursing, and allied health. It plays a key role in advancing evidence-based practice, supporting research, and contributing to accreditation efforts. Agile and forward-thinking, the Library embraces technological change and remains a modern, engaging workplace for librarians passionate about healthcare and innovation.

Position responsibilities

The Medical Librarian is a customer service focussed role, assisting with the day-to-day activities of the Library.

- Attend to email, front desk, telephone and online queries.
- Undertake document delivery and interlibrary loan services, ensuring adherence to copyright legislation.
- Assist with collection management and accounts payable administration.
- Contribute to Library training events and orientations.
- Participate in various Library and wider organisational activities, and assume other responsibilities as assigned.

This is a six-month role.

Selection criteria

Essential skills and experience:

- Eligibility for professional membership of the Australian Library & Information Association, or considerable progress towards achieving this.
- Demonstrated commitment to delivering high-quality customer service.
- Proficiency in digital tools such as library management software, clinical information databases, Microsoft Office, and/or artificial intelligence tools.
- Strong interpersonal skills, with a proven ability to manage and build strong relationships with diverse stakeholders, and to work collaboratively as part of a specialist team.

Desirable but not essential:

- Experience using GratisNet or other document delivery systems.
- Prior experience working in a health library setting.



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Professional qualifications and registration requirements

- Eligibility for professional membership of the Australian Library & Information Association, or considerable progress towards achieving this.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.



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Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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