Library Workforce Plan
2006 to 2008

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What is workforce planning?

- Workforce Planning is about making sure the University has:
  - The right people
  - In the right place
  - With the right capabilities
  - At the right time
Library Workforce Planning model

- Analyse our current workforce
- Identify future directions
- Examine parity of job roles

Analyse the gap

Plan strategies that address workforce issues

Implement, monitor and evaluate
How were Library staff involved?

- Information sessions for all Library staff
- Staff survey to help profile current workforce
- Consultation on future directions of the Library and the workforce
  - Team meetings
  - Focus groups of staff representing HEO Levels
- Consultation on recommendations
Who else was involved?

- Stakeholders within the University
  - HR
  - FEU, ITR, Student Services, CCC
  - Associate Deans, Teaching & Learning
  - Research Division
- Stakeholders within the industry
  - State Library of Tasmania
  - TAFE Tasmania
  - School of Information Systems
  - Seven university libraries
- Unions representing General Staff
Workforce planning strategies

- Qualifications
- Career development
- Position design and classification
- Library structure and staffing
- Retirement and succession management
- After-hours employment
Current Library workforce

- Library work is increasingly complex
- Library qualifications are essential
- Library workforce is well qualified
Current Library workforce

- Classification profile
Current Library workforce

- Library has an older workforce

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**Age profile for professional staff**

- **Percentage of professional workforce**
  - % of professional staff - UTAS
  - % of professional staff - library industry

**Age ranges**

- <24
- 25-34
- 35-44
- 45-54
- 55+
Current Library workforce

• Turnover rate of staff is increasing
Current workforce initiatives

- Study program for staff without qualification
- Reorganisation of Collection Management Unit
- New position at Cradle Coast Campus
Developing the future workforce - critical gaps

- Job role of front desk staff
- Management of user services
- Support for Library systems and website
- Support for strategic management
Developing the future workforce

- Long-term initiatives
  - Creation of trainee positions
  - Review of document supply services
  - Review of liaison services to Faculties
  - Review of after-hours employment
Library Workforce Plan 2006-2008

• Copies of the printed report are available on request.

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