

# University Librarian

## JOB DESCRIPTION

<b>Title</b>	University Librarian
<b>Institute/Department</b>	Office of Pro-Vice Chancellor (Academic)
<b>Category</b>	Senior Management
<b>Reports to</b>	PVC Academic
<b>Location/Campus</b>	Kukum Campus
<b>Direct reports</b>	Pro-Vice Chancellor (Academic)

### 1. General

The University is undergoing major developments, and rapid expansion of student numbers at its Honiara campuses as well as in centres outside Honiara. Significant expansions are also expected in the number and quality of its programmes, as well as research activities. In light of the recent pandemic and the demands on physical distancing, there have emerged major challenges for our libraries and learning spaces. The University Librarian will provide vision, strategic direction and leadership to the University's Learning Spaces and resources, be the executive administrator of all its libraries, and effectively deal with the developments and challenges listed. The University Librarian is responsible to the Vice-Chancellor through the Pro Vice-Chancellor (Academic) for the effective development, leadership, and management of all of the University's libraries and learning spaces and resources.

### 2. Job Purpose

This job is intended to ensure greatly expanded access of University students and staff to learning and research resources at least cost. In this regard, the UL will lead:

- hardcopy, digital and electronic collection acquisition, access and development;
- expanding learning spaces;
- planning, budgeting and staff management & proficiency development; and
- contribute effectively to the University's Certificate and Diploma programmes in Library and Information Sciences.

### 3. Essential Job Responsibilities

3.1. **Support Student Learning:** The University Librarian will ensure quality resources and spaces are available to students to support their learning at the University at all times.

3.2. **Support Teaching:** The University Librarian will ensure timely and quality support is provided to the University's teaching and training staff to ensure quality programme development and reviews, and complete resource basis for effective delivery of programmes.

3.3. **Support Research:** The University Librarian will advance the research and publication mission of the University by supporting researchers with full guidance to research resources globally, regionally and nationally, as well as in dissemination of research output.

- 3.4. **Develop and Manage Learning Spaces:** The UL will ensure that there is sufficient learning space and resources to cater for the varied learning needs of University students and staff. In this context, the UL is expected to develop/design various policies for SINU libraries, introduce different information dissemination services related to the learning resources, and conduct information literacy training programmes for University staff and students
- 3.5. **Plan, Budget, & Manage Financial Resources:** The University Librarian will plan, budget and manage financial resources within his/her disposal, as well as to seek support for the University's libraries and learning resources through external sources.
- 3.6. **Manage and Mentor Staff:** The University Librarian will recruit, develop, motivate, and evaluate a Library workforce in alignment with job expectations, professional roles, and the University mission. A central element of this responsibility will be to implement professional development, including qualification upgrade, programmes.
- 3.7. **Library & Information Science Programmes:** The University Librarian shall participate effectively in ensuring that the University's programmes in Library & Information Sciences are of high quality and effectively delivered
- 3.8. **Innovate.** The University Librarian will develop a vision to ensure that the University is well prepared to remain effective in the evolving global trends in higher education and skills development.
- 3.9. **Collaboration:** The University Librarian will work closely with the national institutions dealing with learning and research resources (libraries, archives), and school libraries.
- 3.10. **Engage in University Life:** The University Librarian will be involved in University's scholarly life, forming relationships with students, staff, and faculty across the TVET, undergraduate and postgraduate levels, as well as the research community, and be involved in contributing to the scholarly activities of the University.

In addition to the above areas of responsibility, the post-holder may be required to undertake other reasonable duties in line with the needs of the University and the seniority of the role.

#### 4. Other General Responsibilities

- Participate in the maintenance of a safe and healthy work environment for self and others including students
- Comply with and undertake responsibilities set out in the University's health and Safety Policy
- Be a member of University committees and participate in University activities

#### 5. Functional Relationships

- Internal
  - Vice-Chancellor and Pro Vice-chancellors
  - Senior Management
  - University Staff and Students
- External

- Ministry of Education and Human Resources Development
- Commercial and non-commercial stakeholders
- Government Ministries, external institutions/universities
- Province Premiers and office holders

## **6. Minimum Qualification and Experience Requirements:**

- A PhD in Library and Information Sciences with at least 3 years of senior level work experience in a University Library, OR
- A Masters in Library and Information Sciences with a minimum of 8 years of work experience at the Senior Librarian rank.
- Candidates must have thorough knowledge of the role of a University in knowledge creation and dissemination, and have demonstrated skills and expertise in harnessing of digitalized resources towards meeting the core role of a University.

Other essential requirements are:

- Ability and willingness to work, manage and supervise Library operations on 7x24 hour basis is necessary.
- Demonstrated experience in rapid turnaround of high quality documents for management information and decision making;
- Excellent data analysis skills (including high degree of proficiency in MSExcel and library software systems), and excellent IT skills,
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner and work independently while contributing to the team spirit.
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
- Ability to analyze problems, identify solutions and take appropriate actions to resolve problems using independent judgment and decision-making processes.

## **7. Managerial & Supervisory Responsibility**

- Supervision of (a) several work teams or work team leaders, (b) operative, administrative support, or paraprofessional employees, (c) workgroup involving the direction of skilled technical employees, (d) professionals in technical and skilled areas, and/or (e) subordinate supervisory personnel.
- Work involves managerial decision making and implementation. Work affects a range of professional projects or administrative activities of the University, influences internal or external operations, or impacts students, faculty, and/or staff.
- Commitment to a culture of openness, flexibility, and cooperation to achieve excellence at the University is expected.

## **8. Personal Qualities**

- A high level of commitment and self-motivation and innovation.
- Methodical, determined and focused on the task in hand.
- Committed to learning and development to keep abreast with the changing academic administration environment.
- Honesty, integrity, and trustworthiness

## **9. General Expectations**

Employees are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the university and cooperate and work harmoniously with students, faculty and staff, and the public. Employees are to follow all policies, rules, regulations, and guidelines as they relate to this position.

## **10. Change to Job Description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the University's work environment-including technological requirements or statutory changes. Such change may be initiated as necessary by the PVC Academic. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.