



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: LIBRARY

DUTY STATION: HONIARA **POSITION NUMBER (HRMIS):** XXXX

UNIVERSITY VACANCY REF: HR 14/2026 **POSITION TITLE:** UNIVERSITY LIBRARIAN

POSITION LEVEL: BAND 8 (GSS) **SALARY RANGE:** \$180,178.42 - \$204,704.80

THIS POSITION REPORTS TO: PRO-VICE CHANCELLOR ACADEMIC (PVCA)

THIS POSITION SUPERVISES: ALL LIBRARY DEPARTMENT STAFF, INCLUDING LIBRARIAN TECHNICIANS AND ADMINISTRATIVE PERSONNEL

EMPLOYMENT TYPE: THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

SECTION B - LIAISONS

INTERNAL: Vice-Chancellor, Pro Vice-Chancellors, Deans and Academic Heads, Senior Management, University Staff and Students, and Campus Management across all SINU campuses and provincial centres, including ICT Services, Research Office, Quality and Academic Governance, Student Services, and Marketing and Communications.

EXTERNAL: Ministry of Education and Human Resources Development, other government ministries, national and regional libraries, professional library associations, regional and international consortia, development partners, technology vendors, commercial, non-commercial stakeholders and community stakeholders.

1. SECTION C - SCOPE OF DUTIES

The University Librarian provides strategic, operational, and academic leadership for SINU’s library services and digital information resources across all campuses and

provincial centres. The role ensures that the University Library is a central academic partner, supporting teaching, learning, research, postgraduate development, and community engagement.

The position encompasses:

- Leadership of library operations, staff, and resources.
- Strategic planning and policy development aligned with SINU's academic and research priorities.
- Oversight of digital platforms, institutional repositories, and emerging library technologies.
- Advancement of scholarly communication, open access, and research visibility.
- Development of student learning and information literacy programs.
- Engagement with regional and international library networks

The University Librarian acts as a bridge between academic governance and professional management, ensuring library services support institutional strategic objectives while maintaining operational excellence.

2. SECTION D- KEY DUTIES AND RESPONSIBILITIES

2.1. Strategic Leadership & Management

- Provide high-level strategic leadership for the library to advance SINU's academic mission, including teaching, learning, research, postgraduate study, and community engagement.
- Develop and implement a comprehensive Library Strategy, including digital transformation, talent development, collection development, research support, and user experience enhancement.
- Lead the Library's academic engagement with faculties, research institutes, academic Senate/committees, and teaching units to ensure alignment with pedagogical and research needs.
- Monitor regional and global higher education trends to advise the University on emerging library technologies, scholarly communication models, and open science initiatives.
- Represent the Library in formal academic governance, planning, budget, and policy processes of the University.

2.2. Scholarly Communication, Research & Postgraduate Support

- Oversee development and management of SINU's institutional repository, research visibility platforms, and discovery systems.
- Support researchers and postgraduate students in areas including referencing, systematic searching, research data management, copyright, publishing, and metrics.
- Promote open science, open data, and open access compliance in line with international research standards and Pacific regional developments.

- Lead programs that enhance research productivity and impact, including citation literacy, research profiling, and publishing literacy

2.3. Teaching, Learning & Student Success

- Lead initiatives to support academic skills development (information literacy, critical thinking, data literacy, and digital literacy).
- Embed information skills training into the curriculum through structured collaboration with academic faculties.
- Ensure equitable access for students to scholarly materials, including online and blended learning environments.
- Strengthen academic integrity and ethical information use across the University through programs, policy, and support interventions.

2.4. Library Collections, Licensing & Knowledge Resources

- Provide strategic direction for collection development, balancing Pacific knowledge, national heritage, scholarly resources, and digital subscriptions.
- Oversee acquisition, licensing, cataloguing, metadata standards, preservation, and access to materials in all formats.
- Manage vendor relationships, subscription negotiations, resource evaluations, and consortium participation where relevant.

2.5. Digital Infrastructure & Information Systems

- Lead the modernisation of library systems, including integrated library management systems (ILS/LMS), authentication systems, institutional repositories, and knowledge discovery tools.
- Collaborate with ICTS to ensure cohesive implementation of digital learning environments, e-resource delivery, cybersecurity standards, and system interoperability.
- Advance digital user experience, including remote access, digital lending, web services, online research help, and learning content delivery.

2.6. People, Culture & Organisational Development

- Lead and manage a multidisciplinary team of librarians, technicians, academic support staff, and administrative personnel.
- Build professional capacity aligned with international library competencies, standards, and Pacific higher education needs.
- Drive a service culture characterised by professionalism, innovation, user-centred design, and continuous improvement.

2.7. Financial & Resource Mobilisation

- Develop and manage the Library budget, ensuring responsible stewardship of resources and transparent financial reporting.
- Lead procurement for library systems, subscriptions, and equipment in compliance with University and national procurement frameworks.

- Identify and secure strategic partnerships, grants, or donor support for library development, digital innovation, and heritage preservation initiatives.

2.8. Sector Representation, Networks & Partnerships

- Represent SINU in national, Pacific regional and global library and knowledge networks.
- Strengthen professional collaboration with government agencies, development partners, tertiary institutions, research networks, and cultural institutions.
- Promote the Library's role in supporting national literacy, lifelong learning, heritage preservation, and community access to knowledge.

2.9. Academic Governance, Policy & Quality Assurance

- Contribute to the development, review, and implementation of University policies relating to learning resources, research support, academic integrity, copyright, records management, and information governance.
- Ensure Library policies, procedures, and services align with SINU Academic Regulations, Quality Assurance frameworks, and accreditation requirements (national and regional).
- Provide expert advice to the Senate, academic committees, and senior management on matters relating to scholarly resources, digital learning support, and research infrastructure.
- Establish performance frameworks, service standards, and key performance indicators (KPIs) for continuous monitoring and improvement of Library services.

2.10. Risk Management, Compliance & Information Governance

- Ensure compliance with copyright legislation, licensing agreements, data protection requirements, and ethical standards in information use.
- Oversee risk management related to digital systems, data security, collection preservation, business continuity, and disaster preparedness.
- Develop and maintain policies and procedures for records retention, digital preservation, and protection of culturally sensitive and Indigenous knowledge.
- Ensure responsible stewardship of Pacific heritage collections and culturally significant materials in accordance with national and ethical protocols.

2.11. Multi-Campus & Inclusive Service Delivery

- Provide strategic oversight of Library services across all SINU campuses and delivery modes (face-to-face, blended, distance, and online).
- Ensure consistent service quality and equitable access to resources for students and staff regardless of location.
- Support inclusive access for students with disabilities and those from remote or disadvantaged communities through adaptive technologies and service design.

2.12. Infrastructure, Facilities & Space Planning

- Provide strategic leadership in the planning, development, and optimisation of Library physical spaces to support contemporary learning, research, collaboration, and student wellbeing.
- Advise on future Library infrastructure needs, including learning commons, postgraduate research spaces, digital labs, and archival facilities.
- Ensure Library environments are safe, functional, culturally appropriate, and aligned with modern pedagogical practices.

2.13. Monitoring, Reporting & Institutional Impact

- Prepare high-level analytical reports for Senior Management, Council, and external stakeholders on Library performance, usage, impact, and return on investment.
- Use evidence and data analytics to inform decision-making, resource allocation, and service innovation.
- Demonstrate the Library's contribution to student success, research performance, staff capability, and institutional reputation.

2.14. Leadership Ethos and Professional Standing

- Act as a senior institutional leader who models integrity, collegiality, cultural respect, and accountability.
- Uphold and promote Pacific values, Indigenous knowledge systems, and ethical stewardship of knowledge.
- Contribute to succession planning and leadership development within the Library and broader professional services community at SINU.

3. SECTION E - KEY DELIVERABLES

The performance of the incumbent will be assessed against the following key deliverables, which reflect the Library's measurable contribution to SINU's strategic, academic, and research priorities:

- Effective implementation of the Library Strategy and related policies, ensuring that Library services, systems, and resources are aligned with SINU's teaching, learning, research, postgraduate, and community engagement objectives.
- Provision of high-quality, accessible and relevant library collections and services, in both physical and digital formats, that meet the evolving needs of students, academic staff, researchers, and postgraduate candidates across all campuses and delivery modes.
- Sustained and effective operation of digital library infrastructure, including institutional repositories, discovery platforms, and research support systems,

resulting in improved access to scholarly resources and enhanced research workflows.

- Demonstrable improvement in student academic capability, including information literacy, digital literacy, critical thinking, and ethical information use, supported through structured Library-led programs embedded within academic curricula.
- Enhanced research visibility, impact, and open access compliance evidenced through increased institutional research outputs, effective repository use, and strengthened support for scholarly communication and research dissemination.
- Development and maintenance of a capable, professional, and future-ready Library workforce, supported through leadership, mentoring, professional development, performance management, and succession planning.
- Sound financial and resource stewardship, including effective budget management, procurement, and allocation of resources, complemented by the successful development of partnerships, grants, and donor-supported initiatives that strengthen Library capacity and sustainability.
- Consistent and equitable Library service delivery across all SINU campuses, including support for blended, distance, and online learning, and inclusive access for students from remote, disadvantaged, or diverse backgrounds.
- Full compliance with governance, risk, and regulatory requirements, including copyright, licensing, data protection, information governance, and the ethical stewardship of Indigenous and culturally significant knowledge.
- Optimisation of Library facilities, spaces, and infrastructure, ensuring they support contemporary learning, research, collaboration, student wellbeing, and future institutional growth.
- Comprehensive performance monitoring and reporting, using evidence-based metrics and analytics to demonstrate the Library's impact on student success, research performance, staff capability, and institutional reputation, and to inform continuous improvement.

4. SECTION F – QUALIFICATIONS AND CAPABILITIES

4.1. Minimum Qualifications:

- A Master's degree in Library and Information Science (or an equivalent qualification) from a recognised institution, with a minimum of eight (8) years' relevant post-qualification experience, including experience at senior librarian or equivalent leadership level in an academic or research library; OR
- A Doctoral qualification (PhD) in Library and Information Science or a closely related discipline, with a minimum of three (3) years' senior-level leadership experience in a university or research library.
- Membership of or eligibility for membership in a recognised professional library association.

- Demonstrated understanding of the role of a university library in knowledge creation and dissemination, and its contribution to teaching, learning, research, postgraduate development, and community engagement.

4.2. Professional Experience:

- Substantial senior-level experience in the leadership and management of an academic or research library within a complex tertiary education environment.
- Demonstrated experience in strategic planning, policy development, and implementation of library services aligned with institutional academic and research priorities.
- Proven experience in digital library management, including institutional repositories, discovery platforms, scholarly communication, and research support services.
- Demonstrated experience supporting researchers and postgraduate students, including research skills development, referencing, research data management, copyright, publishing, and research impact.
- Experience managing staff, budgets, and resources, and delivering consistent services across multi-campus or distributed environments.
- Demonstrated ability to prepare high-quality analytical reports and management information to support senior management decision-making.

4.3. Capabilities and Personal Attributes

- Strong strategic leadership capability, with the ability to align library services, systems, and resources with SINU's institutional priorities and long-term academic goals.
- Highly developed communication and stakeholder engagement skills, with the ability to work effectively with senior management, academic staff, students, external partners, and governance bodies.
- Demonstrated ability to lead and develop professional teams, foster a high-performing and service-oriented culture, and manage organisational change and innovation.
- Strong analytical, problem-solving, and decision-making capability, including the effective use of data and evidence to inform planning and continuous improvement.
- High level of professional integrity, discretion, and accountability, with the ability to manage sensitive information and exercise sound judgement.
- Demonstrated cultural awareness and respect for Pacific contexts and Indigenous knowledge systems, and the ability to work effectively within diverse and multicultural environments.
- Commitment to continuous learning, professional development, and service excellence.

5. SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

KSC 1: Demonstrated ability to provide strategic academic and operational leadership for a multi-campus university library.

KSC 2: Strong understanding of the role of libraries in supporting teaching, learning, research, and community engagement

KSC 3: Demonstrated contribution to the institution’s reputation through measurable impacts on student success and research performance.

KSC 4: Knowledge of policy development and implementation related to library and research resources.

KSC 5: Ability to advise on future infrastructure needs that support contemporary learning and research.

KSC 6: Ability to identify and leverage partnerships, funding opportunities, and external collaborations.

KSC 7: Strong communication, negotiation, and stakeholder engagement skills.

KSC 8: Experience developing policies for records management and stewardship of Indigenous and culturally significant knowledge.

6. SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$6,929.94-\$7,873.26
Annual Salary Range:	\$180,178.42 - \$204,704.80
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid biannually)
Housing:	

	A 15% housing allowance of basic salary and or access to university rental policy schemes
Other Terms and Conditions of Service relevant to this position:	As per Contract and HR Policy

SECTION I - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:



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Director Human Resource

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Date-Approved

Additional Comments: