Responsibilities: The University of Ottawa Library is seeking dynamic, collaborative, and experienced leaders to fill two Associate University Librarian positions.

The University of Ottawa Library is currently in the process of hiring a new University Librarian and Vice Provost and is in the implementation phase of an organizational transformation. As a result, candidates should be comfortable working in an environment of change, have a broad understanding of strategic directions of academic libraries, and have a proven record of strength in several operational areas.

We are currently seeking leaders for two portfolios: (1) Research Services and (2) Innovation and Digital Scholarship. The initial appointments will be for either a 2 or 3 year mandate, with the possibility of renewal. The successful candidates will be eligible for continuing appointments.

The functional divisions led by a Senior Leadership Team member are Research Services, Learning and User Services, Innovation and Digital Scholarship, Content and Access, Strategy and Planning, and Library Administration. Applicants should be aware that the portfolios can be expected to change over time to support the needs of the organization.

Setting: Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institutions. With 1,200 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description: Reporting to the University Librarian and Vice Provost, the Associate University Librarian (AUL) provides strategic and administrative leadership for functions in their assigned portfolio. While each AUL position is responsible and accountable for an assigned portfolio, all AULs are members of the Senior Leadership Team and have responsibility for adopting a holistic, library-wide view in terms of strategic planning, communication, and fostering an innovative work culture. They share responsibility and accountability for the strategic direction, leadership, and administration of the Library as a whole.

All members of the senior leadership team are engaged in the following:
- Strategic leadership and planning
- Operational effectiveness
- People and working environment
- Relationships and communications
- Financial and resource management

Portfolios:
Each AUL is responsible and accountable for the leadership and oversight of strategic functions within an assigned portfolio.
Research Services
The Research Services (RS) division advances the research mission of the University by providing relevant and timely services to support Library users, including faculty, researchers, and students. Staff in this division work cooperatively with users seeking assistance to undertake complex, multipart research activities. The interdisciplinary research teams within the division provide subject expertise and specialization, engage in subject-based teaching that forms the basis of discipline-specific research methods and professional practice, and build relationships in the research community.

Specific leadership responsibilities for the AUL with the RS portfolio include:
- designing and implementing activities that contribute to the University’s overall research enterprise and priorities
- exploring and elaborating innovative and responsive approaches to research assistance tailored to the needs of the user population, including opportunities and support for experiential learning
- seeking out opportunities to create and strengthen strategic relationships with internal and external partners (e.g. Office of the VP Research and its subunits, such as the Office of Research Ethics and Integrity, senior administrators in the faculties, and external partners such as funding agencies, government agencies, other academic institutions, and professional associations)

Innovation and Digital Scholarship
The Innovation and Digital Scholarship (IDS) division focuses on the impact of digital transformation, both within the Library and the broader community. With the increasingly interdisciplinary nature of research and learning activities, digital transformation has been identified as a key area for the Library to provide support and expertise across disciplines. In addition, IDS provides the Library with critical information technology (IT) and related services. The grouping of staff in this division will encourage strong collaboration within the division and create opportunities to apply new and existing ways of thinking in order to cultivate and foster innovation.

Specific leadership responsibilities for the AUL within the IDS portfolio include:
- launching a new and evolving direction for the Library, developing the core roles of the division, establishing new models of collaboration or ways of working together for team members, and investigating and building initial relationships
- actively seeking out opportunities to create and strengthen strategic relationships with internal and external partners, specifically advocating and facilitating interactions with the key stakeholders for the division’s projects
- encouraging “disruptive” innovation, balancing the division’s exploratory activities with maintenance and support
- creating and cultivating an environment where all Library staff are inspired and empowered to explore innovative approaches, supported by staff in the IDS division
- leading the development of an information systems strategy for the Library consistent with long-term goals, vision, and needs of users and the goals of the university

Essential qualifications:
1. An MLIS or equivalent from an ALA-accredited program
2. Minimum of seven years of experience as a professional librarian or archivist demonstrating increasing levels of responsibility, including leadership and/or management experience, preferably in a unionized workplace
3. Knowledge of strategic trends impacting academic libraries, including services, collections, technologies, and spaces
4. Understanding of the broader university governance context
5. Effective oral and written communication skills in both French & English
6. Highly collaborative and collegial, with the ability to participate in shared decision making
7. Demonstrated ability to develop and implement effective change strategies
8. Demonstrated ability to promote positive organizational culture, including the ability to engage, empower, and motivate people
9. Demonstrated ability to advocate and promote library value
10. Demonstrated ability in project management and assessment methodologies
11. Demonstrated success using innovation and flexibility to address challenges

Rank and salary will be commensurate with qualifications and experience.

This position is part of the Bargaining Unit (Faculty, Librarians, Counsellors, Language teachers). As per article 3.1.3.1 e) of the APUO Collective Agreement, successful candidates will be invited to be excluded employees during their mandate.

Applicants are requested to submit a curriculum vitae and covering letter including an indication of which functional areas are of particular interest. The positions will remain open until filled. Internal candidates will be considered first; their application should be submitted no later than **Wednesday, March 28, 2018 by 5:00 p.m.**

Ms. Leslie Weir  
University Librarian  
University of Ottawa Library  
65 University Private  
Ottawa, ON K1N 6N5  
Email: biblio@uottawa.ca

The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.

All qualified candidates are invited to apply; however, priority will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
JOB DESCRIPTION

Position Title: Associate University Librarian  
Title in French: Bibliothécaire associé  
Position Number:  
Library Division:  
Reports to Position No.: 201761  
Date last reviewed: 27 February 2018

GENERAL STATEMENT OF RESPONSIBILITY
Reporting to the University Librarian and Vice Provost, the Associate University Librarian (AUL) provides strategic and administrative leadership for functions in their assigned portfolio. While each AUL position is responsible and accountable for an assigned portfolio, all AULs are members of the Senior Leadership Team and have responsibility for adopting a holistic, library-wide view in terms of strategic planning, communication, and fostering an innovative work culture. They share responsibility and accountability for the strategic direction, leadership, and administration of the Library as a whole.

SHARED ACCOUNTABILITIES
All members of the Senior Leadership Team are engaged in the following:

Strategic Leadership and Planning
- Establish and be accountable for the strategic direction and vision of the Library
- Participate in setting direction for the Library through collaborative leadership and inclusive planning processes
- Lead the development of multiyear and annual operational plans for programs, services, and divisions
- Lead or contribute to advancing major initiatives across the Library in accordance with Library and University priorities
- Provide vision and leadership for the assigned portfolio, including setting goals and objectives that align with the strategic direction of the Library and ensuring these are met
- Ensure alignment with the University’s strategic plan and emerging trends in higher education and research
- Ensure transparency in the communication of Library and University direction, decisions, and impacts
- Promote the Library’s contributions to research, teaching, and the student experience through a variety of strategies, collaborations, and relationships

Operational Effectiveness
- Ensure effective implementation of new services, information technologies, and the optimal allocation of resources
- Apply change management strategies to ensure effective implementation of changes and increase the likelihood of acceptance by all stakeholders
- Proactively assess service quality, identify opportunities for operational effectiveness, and drive continuous improvement in Library functions, services, and resources
- Develop and implement policies, procedures, and key success measures for the Library

Approved: March 8, 2018
People and Working Environment
• Ensure a positive and inclusive work environment grounded in the University’s values of user-focused services, innovation and responsiveness, commitment to our bilingual community, and strong partnerships
• Create and maintain a working environment that embraces diversity among all Library employees in order to contribute to an inclusive Library experience for students, faculty, and community users
• Mentor and promote professional growth, development, and leadership opportunities for others including direct reports, staff, and peers
• Contribute to building a robust and balanced leadership team
• Practice and promote strong performance management and standards throughout the organization

Relationships and Communications
• Foster relationships on campus and in the wider community to support outreach and engagement in pursuit of effective partnerships
• Consult and communicate on policy and budgetary matters, and provide information on decisions and outcomes
• Participate in service to the community, to the profession, and to professional associations by sharing expertise and knowledge
• Seek collaborations and partnerships across the Library, the University, and with consortial and other community partners
• Ensure representation of the Library at national and international committees as appropriate

Financial and Resource Management
• Participate in developing the Library’s annual budget submission and contribute to financial stewardship
• Develop creative and effective solutions to resource challenges (e.g. financial, human, IT, space, and facilities resources)
• Ensure a strategic and efficient distribution and/or use of resources across the Library
• Communicate and ensure compliance with University policies, collective agreements, and federal and provincial laws and regulations