**University of Ottawa Library**  
**Head, Collections Strategy**

**Responsibilities:** The University of Ottawa Library seeks an innovative, motivated and service-oriented Librarian to fill the Head of Collections Strategy position. The successful candidate will be a creative individual who works well with colleagues in a challenging and changing environment.

**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](http://www.uottawa.ca).

**Description:** Reporting to the Associate University Librarian, Content and Access, the Head of Collections Strategy is responsible for both managerial and functional activities that take place within their department.

The Head of Collections Strategy leads and supervises a team responsible for the strategic acquisition, development, management, and evaluation of content in all formats and across all disciplines to support the research, teaching, and administrative needs of the University community. The incumbent ensures responsible and efficient expenditure of the collections budget. The incumbent acts as the lead negotiator with vendors and publishers, manage consortial collection strategies, and guide the Library’s processes for selecting preferred suppliers while ensuring adherence to University requirements. The incumbent manages the Library’s collection assessment and evaluation activities, ensuring a user-centred, systematic approach and effective communication with the community.

The Head also ensures timely communication and consultation with other areas of the Library on issues relating to collections and acquisitions. The incumbent works closely with the other Heads in the Content and Access division to ensure seamless access to content, and to employ resource description and metadata strategies that enhance the discovery and use of the collection. This position oversees the day to day work of the acquisitions team, ensuring that both ongoing and one-time purchases of all materials are handled in a responsible, timely, and accurate manner.

The Head is a member of the Library Management Team (LMT) and is engaged in the following:

- Provide input on strategic planning processes and operationalize strategic plans
- Collaborate with other LMT members to meet Library-wide objectives and coordinate cross-departmental workflows
- Develop and recommend creative solutions through policy changes, resource allocation, and new initiatives
- Interpret and communicate Library direction, decisions, and impacts as appropriate
- Explore new ways of achieving the Library’s goals by, for example, challenging legacy practices
Essential qualifications:
1. A Master’s degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least 5 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Effective oral and written communication skills in both French and English.
4. Experience in human resources management and administration.
6. Knowledge of the scholarly communications and publishing landscape and its relationship to collections strategy.
7. Knowledge of the library collections in relation to the academic mission of the university, and knowledge of the diverse purposes for which the collections are used.
8. Ability to communicate on collections issues and strategies with library staff and with the university community to ensure broad engagement and dialogue.
9. Ability to establish and maintain relationships with internal and external stakeholders; as well as excellent communication and interpersonal skills.
10. Highly collaborative, flexible, and collegial, with the ability to work in a team environment.
11. Experience planning and implementing innovative projects and services that respond to user needs.
12. Ability to engage, empower, and motivate, with a demonstrated ability to develop and implement effective change management strategies.

Rank and salary will be commensurate with qualifications and experience.

This position is part of the Bargaining Unit (Faculty, Librarians, Counsellors, Language Teachers).

Applicants are requested to submit a curriculum vitae and covering letter. The positions will remain open until filled. Internal candidates will be considered first; their application should be submitted no later than May 9, 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: Head, Collections Strategy
Titre: Chef, Stratégie des collections

Position Number: 201830
Library Division: Content and Access
Reports to Position No.: 201648
Date last reviewed: 06 April 2018

GENERAL STATEMENT OF RESPONSIBILITY

Reporting to the Associate University Librarian (AUL), Content and Access, the Head, Collections Strategy is responsible for both managerial and functional activities that take place within their department. In addition to these responsibilities, the incumbent is a member of the Library Management Team. The Head is responsible for building and maintaining relationships within and between divisions. The Head also ensures Library representation on appropriate internal and external bodies and in key library associations.

The Head leads and supervises a team responsible for the strategic acquisition, development, management, and evaluation of content in all formats and across all disciplines to support the research, teaching, and administrative needs of the University community. The incumbent ensures responsible and efficient expenditure of the collections budget. The incumbent acts as the lead negotiator with vendors and publishers, manages consortial collection strategies, and guides the Library’s processes for selecting preferred suppliers while ensuring adherence to University requirements. The incumbent manages the Library’s collection assessment and evaluation activities, ensuring a user-centred, systematic approach and effective communication with the community.

The Head also ensures timely communication and consultation with other areas of the Library on issues relating to collections and acquisitions. The incumbent works closely with the other Heads in the Content and Access division to ensure seamless access to content, and to employ resource description and metadata strategies that enhance the discovery and use of the collection. This position oversees the day to day work of the acquisitions team, ensuring that both ongoing and one-time purchases of all materials are handled in a responsible, timely, and accurate manner.

MANAGEMENT ROLES AND RESPONSIBILITIES

All members of the Library Management Team (LMT) work collectively to:

- Provide input to the AULs on strategic planning processes and operationalize strategic plans
- Collaborate with other LMT members to meet Library-wide objectives and coordinate cross-departmental workflows to avoid gaps and overlaps
- Develop and recommend creative solutions through policy changes, resource allocation, and new initiatives
- Interpret and communicate Library direction, decisions, and impacts as appropriate
- Explore new ways of achieving the Library’s goals by, for example, challenging legacy practices

Each member of the Library Management Team:

- Performs ongoing evaluation and improvement of services
- Reports on the performance and activities of their department
● Designs efficient and effective workflows, processes, and policies within their department and division, and across divisions to achieve goals and objectives
● Performs human resources management functions for their department
● Manages allocated financial and physical resources
● Communicates and collaborates with appropriate internal and external services and communities
● Promotes the Library to the relevant internal and external communities
● Undertakes special projects or initiatives as assigned

FUNCTIONAL ROLES AND RESPONSIBILITIES

1. Lead and coordinate a strategy for the development, acquisition, evaluation and management of the Library collection, in all formats.
2. Manage the workflows for acquiring, receiving, processing, and making Library materials accessible.
3. Develop the strategy for negotiating with publishers and vendors, and the selection and evaluation of suppliers for all Library materials.
4. Guide and maintain the overall collaboration and communication with Library staff in other divisions and with the Library community on issues related to collections work and strategy.
5. Manage overall collection assessment activities to ensure effective evaluation of all content across all formats.
6. Maintain current awareness of and apply relevant developments in area(s) of expertise.

ESSENTIAL QUALIFICATIONS

1. A Master’s degree in Library and Information Studies (MLIS) from an ALA accredited institution or equivalent.
2. At least 5 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Effective oral and written communication skills in both French and English.
4. Experience in human resources management and administration.
6. Knowledge of the scholarly communications and publishing landscape and its relationship to collections strategy.
7. Knowledge of the library collections in relation to the academic mission of the university, and knowledge of the diverse purposes for which the collections are used.
8. Ability to communicate on collections issues and strategies with library staff and with the university community to ensure broad engagement and dialogue.
9. Ability to establish and maintain relationships with internal and external stakeholders; as well as excellent communication and interpersonal skills.
10. Highly collaborative, flexible, and collegial, with the ability to work in a team environment.
11. Experience planning and implementing innovative projects and services that respond to user needs.
12. Ability to engage, empower, and motivate, with a demonstrated ability to develop and implement effective change management strategies.