University of Ottawa Library
Head, Resource Management and Discovery

Responsibilities: The University of Ottawa Library seeks an innovative, motivated and service-oriented Librarian to fill the Head of Resource Management and Discovery 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.

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

The Head of Resource Management and Discovery leads and supervises a team responsible for managing and supporting ongoing access to online and digital resources and discovery of all resources acquired by the Library. The team provides leadership in managing and deploying library enterprise software and discovery systems, as well as in systems implementation and integration, information architecture, and the web environment. The department manages the various content systems and applications deployed by the Library, and ensures the visibility and accessibility of our collections in all formats. Working in close collaboration with other divisions and departments, the department ensures that the policies and workflows underpinning these systems adhere to best practices and serve to enhance the use of the collections.

The Head ensures timely communication and consultation with the other Heads in the Content and Access division and other Library Divisions to ensure that systems are effective and efficient in delivering content systems and applications to the University community.

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.
5. Knowledge of library enterprise software and discovery systems, and information architecture.
6. Knowledge of developments in information discovery that are responsive to user search needs in an academic setting.
7. Experience with systems implementation and integration of core library and archival systems.
8. Ability to envision and implement new and innovative solutions based on user needs and emerging technologies to provide a cohesive user experience.
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  
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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, Resources Management and Discovery
Titre : Chef, Gestion et découverte des ressources

Position Number: 201671
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, Resources Management and Discovery 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 managing and supporting ongoing access to online and digital resources and discovery of all resources acquired by the Library. The team provides leadership in managing and deploying library enterprise software and discovery systems, as well as in systems implementation and integration, information architecture, and the web environment.

The Head manages the various content systems and applications deployed by the Library, and ensures the visibility and accessibility of our collections in all formats. Working in close collaboration with other divisions and departments, the incumbent ensures that the policies and workflows underpinning these systems adhere to best practices and serve to enhance the use of the collections.

The Head also ensures timely communication and consultation with the other Heads in the Content and Access division and other Library Divisions to ensure that systems are effective and efficient in delivering content systems and applications to the University community.

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. Provide leadership and vision in the management, support, integration, and administration of the Library's suite of discovery and resource management systems.
2. Lead collaborative efforts within the Library and with external partners to ensure maximum resource discoverability.
3. Lead our resource management strategy to ensure that the Library’s enterprise systems and tools effectively serve the needs of the community.
4. Establish and monitor standards, policies, and procedures to ensure efficient and effective discovery of resources.
5. 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.
5. Knowledge of library enterprise software and discovery systems, and information architecture.
6. Knowledge of developments in information discovery that are responsive to user search needs in an academic setting.
7. Experience with systems implementation and integration of core library and archival systems.
8. Ability to envision and implement new and innovative solutions based on user needs and emerging technologies to provide a cohesive user experience.
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.