University of Ottawa Library
Associate University Librarian, Content and Access

Responsibilities: The University of Ottawa Library is a seeking dynamic, collaborative, and experienced leader to fill the position of Associate University Librarian, Content and Access.

The University of Ottawa Library is currently in the implementation phase of an organizational transformation. As a result, the candidate 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.

The initial appointments will be for a 5-year mandate, with the possibility of renewal. The successful candidate will be eligible for a continuing appointment.

The functional divisions led by a leadership position 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](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 Executive Group 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 executive group are engaged in the following:
- Strategic leadership and planning
- Operational effectiveness
- People and working environment
- Relationships and communications
- Financial and resource management

Portfolio:
Each AUL is responsible and accountable for the leadership and oversight of strategic functions within an assigned portfolio.
The Content and Access division brings together all activities directly related to the Library’s collections: developing and managing the library collection, providing access to the content of the collection, through metadata and discovery systems, and administering content management systems. The Library’s collection consists of physical and digital resources selected and made accessible to support the teaching and research missions of the University. The Content and Access division is responsible for the oversight of all collections, with the exception of archival materials, and provides standards and guidance relating to the full collection management cycle.

Specific leadership responsibilities for the AUL within the Content and Access portfolio include:

- managing the full spectrum of responsibilities around the development, management, preservation, and dissemination of content resources
- fostering collaborative strategies to shape a robust and sustainable environment for scholarly content
- ensuring that the development and management of collections fulfill the needs of the user community and are aligned with the strategic priorities of the University
- contributing to the strategic development of local, provincial, and national strategies in preservation, digitization, and access.

**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, the successful candidate will be invited to be excluded employees during their mandate.

Applicants are requested to submit a curriculum vitae and covering letter with their name in the document title. The position will remain open until filled, and we will begin reviewing applications on **Friday, March 1, 2019.**

Ms. Talia Chung
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, Indigenous 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: 201648
Library Division: Content and Access
Reports to Position No.: 201761

Date last reviewed: 7 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

**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

INVENTORY NUMBER: 201648

_____________________________________________     Date:   _________________
Incumbent

_____________________________________________     Date:   _________________
University Librarian