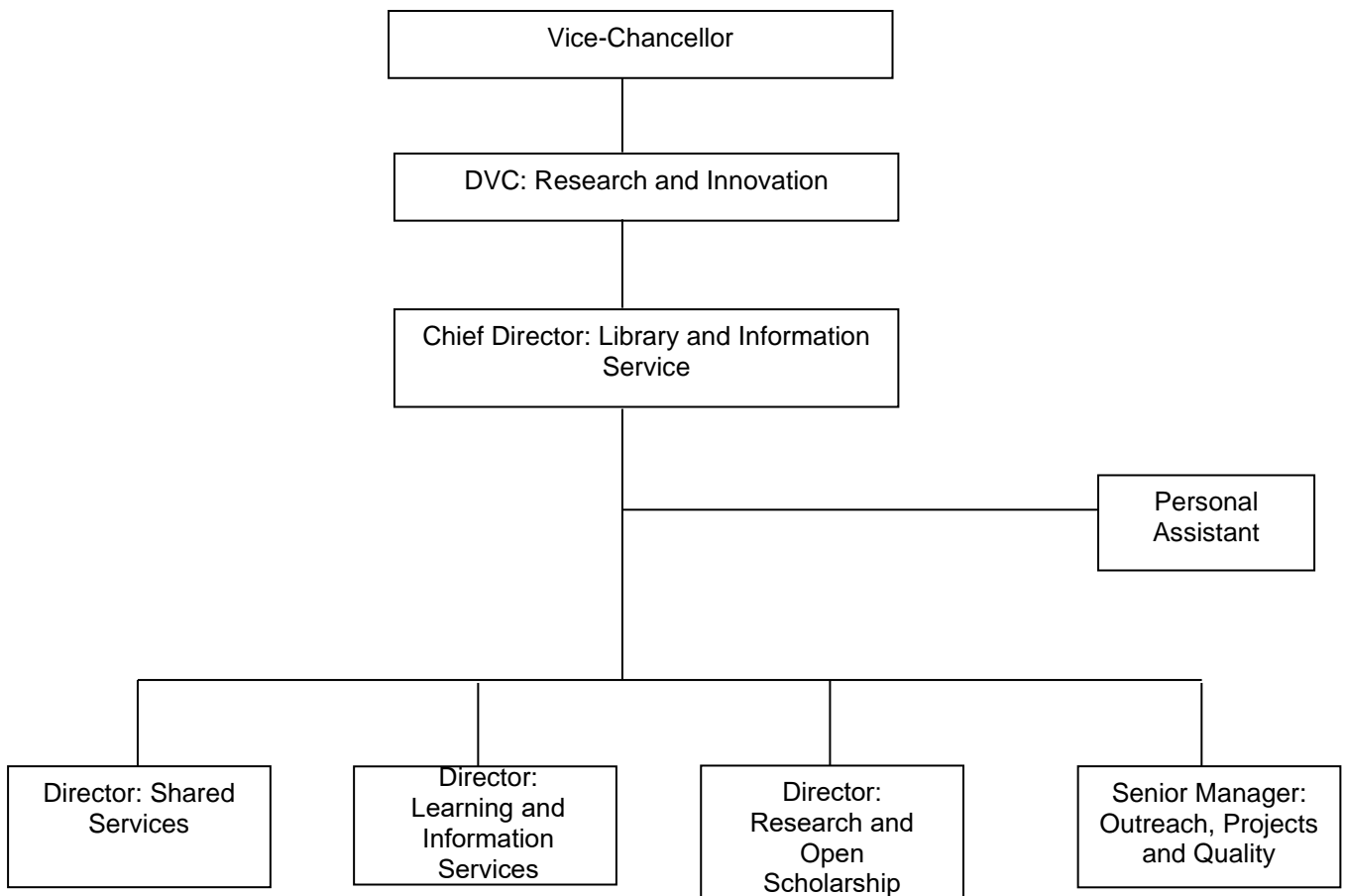




1. Position Information

Position Name	Chief Director: Library and Information Service	Position Number	MC00266
Faculty / Division	Research and Innovation	School / Department	Library and Information Service
Subject Group		Location	
Financially Accountable Manager (Position Name)	Deputy Vice Chancellor: Research and Innovation	Next Level Manager (Position Name)	Vice Chancellor
Author		Date completed	2016.07.18
Peromnes Grade	4	Date evaluated	

2. Organogram





3. Output Profile

3.1. Purpose of the position

To lead and provide strategic direction to library and information services across a demographically disbursed multi campus institution to support delivery of the NWU strategy and success model.

3.2. Personal Responsibilities and Joint Accountabilities

Functional areas	Key Performance Areas	% time
1. Strategy Development and Execution	<ul style="list-style-type: none"> • Develop library and information services strategy and <u>joint accountability</u> for implementation, monitoring and reporting across all campuses • Develop an annual performance plan and operational model to effectively operationalize and execute the LIS strategy and plans • Ensure highest level of efficiency and effectiveness regarding management of library resources and services • Manage library resources within budget and complying with agreed budget and statutory parameters cost management and cost-effectiveness • Actively contribute to institutional strategic planning, including academic planning and quality assurance, maintaining professional credibility. • Team composition, effectiveness and efficiency • Sub-unit team composition, effectiveness and efficiency - <u>joint accountability</u> • Budgeting, cost management and cost-effectiveness • Sub-unit processes and systems design, utilisation, effectiveness and efficiency • Participate actively in relevant University committees. • Personal effectiveness, wholeness and development • Values-based behaviour leadership and personal compliance 	20%



Human Capital

<p>2. Partnerships, Collaboration, and, Library positioning</p>	<ul style="list-style-type: none"> • Develop and <u>joint accountability</u> for implementation of a Marketing plan to market library services to the NWU user community (Faculties, UODL, Academic Support Services, Research Office and SRC) • Stakeholder relationship development and effectiveness • Contribute to Scholarly work and promote library visibility at conferences through attendance, delivery of papers and publications • Participate in debates regarding professional activities, maintaining professional credibility • Maintain honest and open communication channels with stakeholders • Community engagement and advocacy by developing and supporting continuing education programs and workshops in provincial, school and community libraries 	<p>15%</p>
<p>3. Information Access</p>	<ul style="list-style-type: none"> • Benchmark library and information services nationally and internationally and incorporate into the design, policies and practices • Direct efficient and effective information services to Undergraduates, Postgraduates, Academic and Research staff aligned with user needs • Maintain a whole range of functional library and information services that situationally provide for research commons, online research resources such as e-books and e-journals and other resources. • Support and contribute to e-Research through e-Resources, research output management (RDM), and communication • Participate and contribute to Open Access initiatives of the University • Lead and direct policy development to optimise access services • Oversee institutional reprographic services and ensure compliance 	<p>20%</p>



Human Capital

4. Library Information Systems	<ul style="list-style-type: none"> • Lead and direct benchmarking and implementation of library information systems that support NWU success model and strategy • Ensure sufficient user training on relevant systems • Plan and implement the automation of manual processes with a view to deliver e-services to the university community of users 	05%
5. Collection Development and Management	<ul style="list-style-type: none"> • Ensure the development and management of effective Information Resources processes, policies, procedures and practices • Develop strategic framework for information resources strategy. • Ensure the execution of the information resources strategy • Ensure on-going review of the collection development formula • Develop digital resources to support research staff • Increase availability of and optimise access to quality print and digital information resources for all students and staff on all campuses through purchase of multiple copies and by extending existing site licenses 	15%
6. Quality Assurance	<ul style="list-style-type: none"> • Managing and co-ordinating quality assurance activities, Identify user needs on Campus and across Campuses through both formal and informal surveys • Monitor service levels on Campus and across campuses • Participate in NWU self-evaluation ventures, peer-evaluation sessions • Ensure that documentation in terms of policies, reports, minutes, etc. is kept up to date according to NWU record keeping standards • Corporate governance conformance, reporting and risk management • Reduce risks identified. 	10%



Human Capital

<p>7. People development and transformation of library and information services</p>	<p>Maximising intellectual capital and promoting a culture of transformation by:</p> <ul style="list-style-type: none"> • Employment equity drive • Encourage further studies for staff, enabling greater professional competency. • Enable LIS staff to participate in and deliver papers at LIS and other conferences, maintaining and increasing professional credibility • Make provision for recruitment, retention and career paths of well qualified staff in the Renewal and Integration Process, addressing stipulated objectives. • Ensure effective human resource management in terms of agreed skills, employee relations, and recruitment and performance objectives. • Develop a strategic transformation plan for LIS and ensure implementation in a transparent manner. Address issues on transformation through responsive measures and agile management • Provide oversight on staff performance – EE & SDP plans • Develop and implement of the succession plan • Create a culture of diversity and inclusiveness • Develop and ensure implementation of Implementation of the Code of Conduct. 	<p>15%</p>
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4. Incumbent Requirement Profile

4.1. Qualifications

Type	Area of Specialisation	NQF Level	Essential	Desirable
Masters Degree in Library and Information Science	Library and Information Science	9	x	
Doctoral Degree in Library and Information Science	Library and Information Science	10		X

4.2. Professional Status

Professional Status	Body / Institution / Forum	Essential	Desirable
Accreditations			
Registrations			
Legal Appointments			
Memberships	Library and Information Association of SA	x	



4.3. Experience

Functional	Level of Involvement	Year(s)	Essential	Desirable
Specialist in research and academic industry / professional leadership		10	x	
	Operational	6	x	
	Management	5	x	

4.4. Essential Competencies

Functional / Technical Competencies (Knowledge and Skills)
Strategic and operational planning
Excellent managerial and leadership skills
Ability to balance competing demands and priorities
Fundamental knowledge of ICTs and e-services
Knowledge of Higher Education landscape.
Knowledge and understanding of all the library services and the service philosophy.
Knowledge of the University management and organizational structure
Knowledge and understanding of financial systems and procedures
Knowledge of Benchmarking and Quality controls
In-depth knowledge of Human Resources policies and procedures
Knowledge of project management
Management of transformation and change management
Behavioural Competencies
Excellent interpersonal and communication skills
Negotiation and conflict resolution skills
Capability to combine strategic thoughts and results driven action
Personal impact, stature and credibility
Emotional intelligence

5. Relationship Information

Number of DIRECT reports	7	Number of INDIRECT reports	121
Number of People Coordinated	121	Number of People Supervised	7



Human Capital

<p>Key Internal Stakeholders</p>	<p>Chief Director: IT, Senior Director: CTL, Executive Director: Finance and Facilities, Chief Director: Physical Infrastructure and planning, Executive Director: People and Culture, Executive Director: Marketing and communication, Chief Director: Protection services, Executive Deans and Directors, Institutional Research Director, Executive Director: Student Life, Student Leadership, Director: Quality Office, and Executive Management</p>	<p>Key External Stakeholders</p>	<p>Information vendors, Publishers, Professional bodies such as LIASA, SANLIC, CHELSA, NCLIS, Government departments such as DHET, DST, DBE Research funding agencies such as NRF, DST, Donors, Other University Libraries, and relevant communities,</p>
<p>Key Joint Accountability Positions</p>	<p>Chief IT Director, Executive Director: Finance and Facilities, Executive Deans, Institutional Director: Research, Executive Director: People and Culture, Chief Director: Infrastructure and Physical Planning,</p>		

6. NWU Brand Promise, Values and Success Model

The above Output Profile is delivered against the backdrop of the North-West University Brand Promise and Values:

Our brand promise

To be: Dynamic; Values-driven; excellent.

Values



Human Capital

NWU will foster engaged and caring staff and students and embed the following foundational values, based on the constitutional values of human dignity, equality and freedom:-

Ethics in all endeavours

Academic integrity

Academic freedom and freedom of scientific research

Responsibility, accountability, fairness and transparency

Embracing diversity

The Output Profile is furthermore designed within the context of the **North-West University Success Model** that provides the essential basis for a comprehensive understanding of this profile as well as the basis for setting of performance objectives.

7. Approval

Position	Name and Surname	Signature	Date
Direct Manager	Prof Jeffrey Mphahlele		
Next Level Manager	Prof Bismark Tyobeka		

8. Incumbent Acceptance

I have read the content of this document and the North-West University Success Model and herewith accept both documents. I further accept that this position profile has been designed to indicate the nature and level of work to be performed by me in this position and that it is not designed to contain, or to be interpreted, as a comprehensive inventory of all duties or responsibilities and tasks reasonably required of me in this position.

Name and Surname of Incumbent	Signature	Date
Dr Mathew Moyo		