

No.

POSITION PROFILE

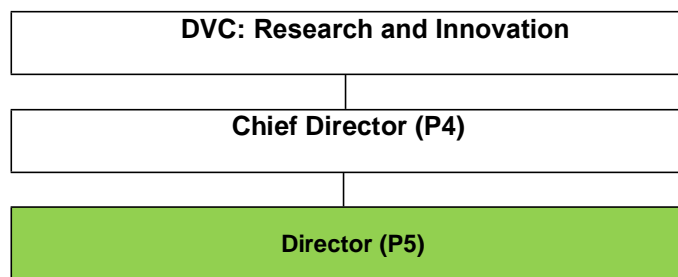


NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

1. Position Information

Position Name	Director: Open Scholarship	Position Number	N000292
Faculty / Division	Research and Innovation	School / Department	Library and Information Services (LIS)
Subject Group	LIS Senior Management	Location	Mahikeng Campus
Financially Accountable Manager (Position Name)	Chief Director: Library and Information Service	Next Level Manager (Position Name)	DVC: Research and Innovation
Author	Dr Mathew Moyo	Date completed	2023.09.15
Peromnes Grade	5	Date evaluated	

2. Organogram



No.**POSITION PROFILE**
 NORTH-WEST UNIVERSITY
 YUNIBESITHI YA BOKONE-BOPHIRIMA
 NOORDWES-UNIVERSITEIT
 INSTITUTIONAL OFFICE

Output Profile
1.1. Purpose of the position

To lead and direct institutional library's open scholarship services in particular Open Access and Open data, Data literacy, Research metrics, as well as Research infrastructure, for success model delivery in all NWU Campuses.

1.2. Personal Responsibilities and Joint Accountabilities

Functional areas	Key Performance Areas		% time
1. Strategy Development	<ul style="list-style-type: none"> ✓ Provide input in the development of the institutional library and information services strategy ✓ Joint development and implementation of NWU's Open (Science) Access policy and guidelines and facilitate unitary implementation and optimization of open scholarship services across campuses ✓ Provide leadership to managers, research librarians, specialists and staff in the division to ensure legal and compliant open scholarship services. ✓ Team composition, effectiveness and efficiency ✓ Sub-unit team composition, effectiveness and efficiency - joint accountability ✓ Stakeholder relationship development and effectiveness across all NWU campuses ✓ Corporate governance conformance, reporting and risk management ✓ Budgeting, cost management and cost-effectiveness ✓ Sub-unit processes and systems design, utilisation, effectiveness and efficiency ✓ Personal effectiveness, wholeness and development ✓ Values-based behaviour leadership and personal compliance ✓ 		15%

No.

POSITION PROFILE



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

2. Research Services	<ul style="list-style-type: none">· Develop and ensure the implementation of open scholarship strategy across all library user groups· Ensure that the library fully supports the institution's research and innovation strategy and its intensification priorities.· Provide leadership in designing, delivering and promoting targeted research support services.· Develop and review Research Data Management (RDM) guidelines, Open Access strategies, and Institutional –level analytics of citation metrics· Identify, lead and develop knowledge and expertise in the area of research impact and analytics, scholarly communication, and publishing, RDM, and OA publishing.· Advocacy for the expansion and use of the Institutional Research and Data Repositories and related Open Educational Resource platforms.· Contribute to the stewardship of NWU's intellectual assets.· Research (support) capability building of the LIS staff and /or foster librarian research and scholarship· Initiate the development of a research-support marketing plan to be executed by Research, and Faculty Librarians· Ensure that researchers gain maximum benefit from the library's resources and information services.· Promote the use of bibliographic management software.· Conduct Research on current library trends.· Benchmark research services nationally and internationally and incorporate into the design, policies and practices.· Direct efficient and effective research services to graduate students, Academic and Research staff aligned with user needs· Support and contribute to e-Research through e-Resources, research output management, and communication· Participate and contribute to Open Access initiatives of the University· Oversee the development of standardised research training materials to increase library use and efficiency· Lead and direct the development of a data literacy programme and its integration into relevant academic programmes.· Lead and direct policy development to optimise access services in respect of research services· Ensure compliance with Copyright laws		40%
----------------------	--	--	-----

No.

POSITION PROFILE



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

Develop and ensure the implementation of an open scholarship support strategy across all library user groups

<p>3. Data and Advanced Information Literacy</p>	<ul style="list-style-type: none"> · Advance e-research initiatives and foster the practice of embedding data and information literacy into the curriculum. · Analyse user data and information training needs. Research, benchmark and set standards and guidelines for open scholarship services · Manage / Develop and design a variety of instructional data and information programmes for Library Instruction · Advise on training and programmes to improve data and knowledge resources use and user experiences · Lead and co-ordinate research related Instruction Services across Campuses · Ensure information and data literacy standards are upheld · Monitor service levels across campuses in collaboration with other LIS Directors · Promote student success and retention through collaboration with researchers across campuses. · Establish and enforce innovative and effective user feedback processes and techniques to adapt resources to suit user needs · Evaluates data Instruction programmes 		<p>20%</p>
<p>4. Collection Development and Management</p>	<ul style="list-style-type: none"> · Contribute to the development of guidelines on graduate programmes accreditation and develop reports for relevant faculty subject areas · Contribute to collection development and management policies · Develop a strategy for the development and optimisation of NWU's unique collections across campuses, and the management of such special collections. 		<p>10%</p>
<p>5. Library positioning & Advocacy</p>	<ul style="list-style-type: none"> · Lead Open scholarship events such as the Open access week, research weeks in collaboration with relevant players. · Constitute and chair the LIS open scholarship committee · Promote library visibility internally across Campuses and externally · Identify promotional opportunities for the LIS in and outside the university · Develop service level agreements as necessary · Establish and enforce innovative and effective user feedback processes and techniques to adapt research resources to suit user needs · Monitor Research Information Access service levels on Campus and across campuses · Develop and maintain proactive library and information services contact with relevant faculty 		<p>05%</p>

No.

POSITION PROFILE



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

	<p>structures.</p> <ul style="list-style-type: none">Community engagement and advocacy by researching, developing and supporting continuing education programs and workshops in provincial, school and community librariesFormal liaison between the LIS and the various relevant research offices.		
6. Campus Library and Service Operations	<ul style="list-style-type: none">Plan and select priorities according to library's strategic planGuide, direct and support (as joint responsibility) campus section managers towards fulfilment of library vision, mission and goalsExecute requests and instructions from line managersAccept responsibility for the building, staff and users, therefore participate in the Health and Safety activities on campusAttend relevant campus and institutional committee meetings.Introduce and implement innovative and new technologies and services pro-actively as joint responsibility with fellow LIS Directors.Maintain costs within the budget according to financial policies.Contribute to the recruitment, retention, leading and motivation of library staffAdhere to NWU's performance development and appraisal processesEnsure that NWU code of ethics are followed (staff conduct, leave management and absenteeism, etc.)Actively develop and maintain internal and external relations on campus – library staff, deans, directors, support and academic staffMaintain honest and open communication channels with stakeholdersInitiate and maintain a well-established network of peers outside the universityMaintain highest service standards possibleParticipate in NWU self-evaluation ventures, peer-evaluation sessionsEnsure that documentation in terms of policies, reports, minutes, etc. is kept up to date according to NWU record keeping standards		10%

No.**POSITION PROFILE**
 NORTH-WEST UNIVERSITY
 YUNIBESITHI YA BOKONE-BOPHIRIMA
 NOORDWES-UNIVERSITEIT
 INSTITUTIONAL OFFICE

4. Incumbent Requirement Profile

2.1. Qualifications

Type	Area of Specialisation	NQF Level	Essential	Desirable
Master's degree in Library and/ or Information Science	Relevant Discipline in Library and Information Science	9	x	

2.2. Professional Status

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

2.3. Experience

Functional	Level of Involvement	Year(s)	Essential	Desirable
Specialist in a higher educational academic library	Library experience at a management level	7- 8	x	
	in an academic library			

2.4. Essential Competencies

Functional / Technical Competencies (Knowledge and Skills)
A vision for research services and the skills to stand for and articulate that vision
Understanding of academic and scholarly process
Fundamental knowledge of ICTs and e-services
Understanding of the full cycle of knowledge resources
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
Behavioural Competencies
Excellent interpersonal skills
Planning and organisational skills

No.**POSITION PROFILE**
 NORTH-WEST UNIVERSITY
 YUNIBESITHI YA BOKONE-BOPHIRIMA
 NOORDWES-UNIVERSITEIT
 INSTITUTIONAL OFFICE

Decision making and problem solving skills

Analytical thinking skills

Ethical and trustworthy

Conflict resolution skills

Change management skills

Presentation skills

Mentoring and coaching skills

5. Relationship Information

Number of <u>DIRECT</u> reports	8	Number of <u>INDIRECT</u> reports	62
Number of People Coordinated	10	Number of People Supervised	62
Key Internal Stakeholders	<ul style="list-style-type: none"> · Research Office, · Research centres and entities · Faculty Deans /Directors · Student Leadership, · IT, · Quality Office, · Finance department, · Physical Infrastructure and planning, · People and Culture, · Corporate communication, · Protection services, · Senior Management 	Key External Stakeholders	<ul style="list-style-type: none"> · Professional bodies such as LIASA, SANLiC, CHELSA, NCLIS, DHET, · Donors, · Other University Libraries, and relevant communities, · Suppliers of Library Management systems · NRF and other research insitutions

Key Joint Accountability Positions	Directors: Shared Services, and, Learning Services Chief Director: LIS Chief IT Director, Finance Directors Executive Deans, and Directors Directors: CTL Director: Research support, Directors: People and Culture, Directors: Infrastructure and Physical Planning
---	--

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

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 endeavors

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	Dr Mathew Moyo		
Next Level Manager	Prof Jeffrey Mphahlele		

No.

POSITION PROFILE



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

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