



## JOB DESCRIPTION

NB:

- Please read the Guidelines for Compiling a Job Description before completing this form.
- This job description is subject to change depending on operational, financial, strategic and other needs of the University.
- The duties listed herein are not intended to be an exhaustive list and the incumbent is expected to perform other related duties incidental to the work described in this document.
- Existing jobs will only be re-evaluated if there are significant changes of a long term nature from date of last evaluation (refer to Job Evaluation Policy)

<b>Job Title:</b>	<b>Director: Department Library Services</b>
<b>Position Title:</b>	Director
<b>Position Number (If it's an existing position):</b>	5395
<b>Job Code (If it's an existing position):</b>	
<b>Job Level:</b>	3
<b>Date Evaluated:</b>	2013/01/03
<b>Faculty and/or Department:</b>	Library Services
<b>Division/Section:</b>	Management
<b>Position reports to:</b>	Prof S Burton
<b>Compiled By:</b>	Prof S Burton & Mr R Moropa
<b>Date Compiled:</b>	2013/01/03
<b>Approved By:</b>	Prof S Burton



## **Job Purpose**

To lead and manage strategically the University's library system in support of the University's core functions.

## **Key Responsibilities**

<b>Key Performance Area 1:</b>	<b>Strategic leadership</b>	<b>(%)</b>
<p>Determine the broad strategic direction for the UPLS within the framework of the University's strategic thrusts and plan, as well as in keeping with developments in the information and technological sectors In collaboration with the VC/DVC, establishes the strategic direction for the Library in addressing the institution's learning, teaching, research, and information fluency needs.</p> <p>Develop and implement a 5-year strategic plan.</p> <p>Develop an e-information service and integrate e-information into the University's learning, teaching, research, and community service functions.</p> <ul style="list-style-type: none"> <li>• Executes short- and long-term strategies to fulfill the mission of the Library in alignment with the institution's mission, goals, and strategic plan.</li> </ul> <p>Promote knowledge management practices at the University</p> <p>Support the implementation of the University's Strategic Plan through the development of relevant information services and products</p>		
<b>Key Performance Area 2:</b>	<b>Strategic and effective management of resources</b>	<b>(%)</b>
<p>Facilitate and coordinate the preparation of the DLS budget</p> <p>Manage the budgetary allocation and all the funds made available to the DLS effectively and efficiently</p> <p>Provide effective leadership and management to the human resources within the DLS</p> <p>Guide the Library leadership team; administer, with Department Heads, performance management practices and processes including development, review, and revision of job descriptions and the performance evaluation process.</p> <p>Assume final responsibility for the effective and efficient management of human resources within the DLS</p> <p>Manage well all assets placed under the care of the DLS</p> <p>Make a contribution towards minimizing or eliminating risk that the University may be exposed to through taking appropriate steps proactively within the sphere of the Director's competence</p>		
<b>Key Performance Area 3:</b>	<b>Facilitate innovation</b>	<b>(%)</b>
<p>Take the necessary and appropriate steps to ensure that the DLS is consistently positioned at the cutting edge of developments in the area of knowledge management, information, and appropriate technology</p> <p>Facilitate improvements in the carrying out the DLS mandate of supporting teaching, learning and research within the University</p> <p>Facilitate the renewal and continuous improvement of the services and products that the DLS provides to its clients</p>		
<b>Key Performance Area 4:</b>	<b>Operational management</b>	<b>(%)</b>
<p>Put in place and maintain the necessary policies, procedures and structures for the efficient and effective running of the DLS</p> <p>Assess and improve Library facilities and services, in keeping with state-of-the-art academic library best practice</p>		
<b>Key Performance Area 5:</b>	<b>Communication and liaison</b>	<b>(%)</b>
<p>Maintain effective channels of communication between the DLS and the Executive of the University and other relevant structures of the University</p> <ul style="list-style-type: none"> <li>• present the DLS in relevant committees and other bodies within the University (for Example the Senate,</li> </ul>		

the Executive of Senate, Senior Management Committee (comprising Deans and Directors) Academic Planning Committee etc.

Represent the DLS (and in some cases the University) in external bodies and committees – both nationally and internationally (for example consortia, IFLA, etc.)

## Job Requirements

### Qualifications

Minimum	Desirable
<ul style="list-style-type: none"> <li>Master's degree in Library and Information Science or relevant subject field</li> </ul>	<ul style="list-style-type: none"> <li>PhD in Library and Information Science or relevant subject field</li> <li>Management qualifications appropriate for leading a large service organisation</li> </ul>

### Experience

Minimum	Number of years
<ul style="list-style-type: none"> <li>Senior management level in an academic library</li> <li>Acknowledged leader in the library and information sector at national and international levels</li> <li>Proven success in the management of academic library and information services at a senior level</li> </ul>	<ul style="list-style-type: none"> <li>5 years</li> </ul>
Desirable	Number of years
<ul style="list-style-type: none"> <li>worked at an executive management level in an academic library or similar organisation</li> <li>Experience in a team-based, client-orientated, network organisation</li> </ul>	<ul style="list-style-type: none"> <li>3 years</li> </ul>

### Any Other Additional Requirements (e.g. Licence, Certification and Professional Registration)

<ul style="list-style-type: none"> <li></li> <li></li> </ul>
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### Competencies (Knowledge, Technical Competencies and Behaviours)

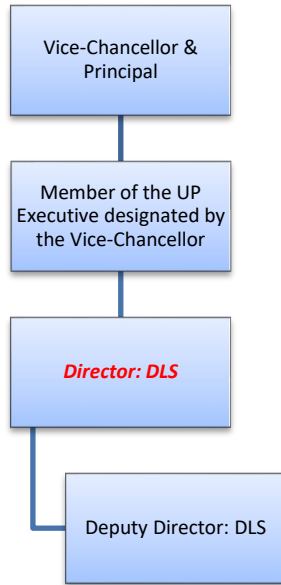
Knowledge	Proficiency Level
Strategic trends in the international library and information sector	Choose an item.
The functioning of a university	Choose an item.
	Choose an item.
Technical Competencies	Proficiency Level
	Choose an item.
	Choose an item.

Behavioural Competencies	
Proven leadership abilities	
Proven interpersonal skills	
The ability to constitute a strategic management team and to lead organisational development and innovation	
Proven ability to manage partnerships and to negotiate in the information sector	

## Communication and Liaison

Internal Stakeholders (%)	External Stakeholders (%)
<p>1. Stakeholder: The Principal and all the members of the UP Executive Nature of relationship: Influence their service delivery Sphere of influence: Impact the whole university/organisation</p>	<p>1. Stakeholder: Heads of other academic libraries – both nationally and internationally Sphere of influence: Interaction for purposes of managing relationships</p>
<p>2. Stakeholder: UP Senate Nature of relationship: Influence their service delivery Sphere of influence: Impact the whole university/organisation</p>	<p>2. Stakeholder: Consortia within the academic library sector Sphere of influence: Influence decision making across other universities</p>
<p>3. Stakeholder: UP Senior Management Nature of relationship: Influence their service delivery Sphere of influence: Impact the whole university/organisation</p>	<p>3. Stakeholder: National and International library associations Sphere of influence: Interaction for purposes of managing relationships</p>
<p>4. Stakeholder: UP staff, students and researchers Nature of relationship: Influence their service delivery Sphere of influence: Impact the whole university/organisation</p>	<p>4. Stakeholder: Alumni and other external users Sphere of influence: Interaction for purposes of managing relationships</p>

## Organisational Structure

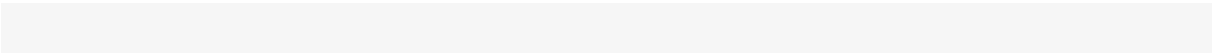


**Additional Job Dimensions**

<b>Number of Direct Subordinates</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Next Potential Career Move (Lateral and Hierarchical)</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Working Conditions &amp; Physical Requirements</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Line Manager Signature</b>	
<b>Dean/Director Signature</b>	
<b>Executive/Vice Principal Signature</b>	

**For Office use only - To be completed by HR**

<b>Previous Job Title:</b>	
<b>Previous Job Level:</b>	
<b>Job family:</b>	
<b>Benchmark Positions:</b>	Choose an item.



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