

## **UNIVERSITY OF THE WITWATERSRAND (WITS), JOHANNESBURG**

### **POSITION: Faculty Library Manager (8 positions)**

As a research-intensive university, we are in the process of re-conceptualizing libraries to align with our needs in the 21st century. We are seeking to appoint eight (8) suitably qualified, experienced and innovative persons for the positions of Faculty Library Managers to lead and coordinate the service unit in a strategic, innovative and dynamic management of human resources and information services for the faculty libraries.

#### **Qualifications and Required Skills:**

- B.Bibl, BInf degree or Bachelor's Degree plus Postgraduate Diploma in LIS and/or Honours in LIS (Library and Information Science), with 6 years relevant faculty library experience in an academic or research library of which 3 years should be in management

#### **OR**

- Master's degree in Library and Information Science (LIS), with 5 years relevant faculty library experience in an academic or research library of which 2 years should be in management

The person in this post reports to the Associate Director: Research and Learning Services.

#### **Skills:**

- Subject knowledge
  - Information sources in various formats
  - Building information retrieval strategies
  - Research process and methodology
  - Information organisation methods/packages/tools
1. Interpersonal skills
  2. Negotiation skills
  3. Emotional intelligence
  4. Communication skills across cultural borders
  5. Conflict management skills
  6. Stakeholder engagement

#### **Technical Competencies**

- Relevant information technology (software and hardware)
- Marketing methods/procedures
- Administration systems, policies and processes
- Legal (copyright) requirement with regard to information distribution and information media
- Marketing skills
- Financial management skills
- Project Management skills
- Facilitation and presentation skills

- Spaces management
- Assets management
- Risk management
- Microsoft applications and digital literacy skills
- Scholarly communications advocacy skills

**Responsibilities:**

- Provide strategic leadership to advance research, education and innovation in the faculty library
- Customise the Library services' strategies for client groupings for current and future developments
- Provide input with regard to tactical and strategic decisions
- Interpret developments within faculties and communicates to the DLS' strategic plan
- Create and execute strategies that are intended to achieve established goals in an effort to satisfy key organisational goals
- Collaborate with other library stakeholders to ensure that faculties are provided with seamless services
- Enhance and assess the quality of the user experience of the library
- Provide professional leadership and manage the faculty library according to relevant policies and procedures
- Establish direction and clear vision for the faculty library
- Manage staff, resources and services in branches and/or faculty libraries
- Ensure the provision of training for users, both student and academic staff in subject specialties' of faculties by utilizing the most appropriate methods and technologies
- Provide Faculty support and engagement by ensuring effective communication between the Faculty library and all relevant internal and external stakeholders
- Manage all budgets for the faculty library as well as other related funding
- Notice where the Library environment can be improved and make suggestions for improvements accordingly
- Plan, support, participate in the marketing events of the DLS and faculty libraries
- Responsible for Human Resource Management activities for all reporting staff e.g. approval of leave, performance management, training, job descriptions as contracted
- Establish communication channels in faculties for input about information resource management and collection development
  - Contribute to the digital curation of archives and special collections materials at the faculty level
  - Contribute to the library's support for ORCID, with a focus on increasing adoption and integration into campus and research support systems
  - Contribute to services in support of research metrics and publication analysis
  - Support, design and deliver instructional workshops and educational materials to increase understanding of open licensing, copyright, and the publishing process
- Management of Technical Services interface
- Implement the collection development policy

**Available:** as soon as possible

**Closing date:** tbc

**To apply:**

Register your profile at <https://irec.wits.ac.za> and submit your application using reference number

IRCXXX. Please ensure that you include a covering letter, detailed CV with names, addresses, contact numbers and e-mail addresses of 3 contactable referees

**Membership of professional body LIASA???? Please add proper wording as in other adverts**

*By submitting an application for this post the Applicant acknowledges that their personal information will be processed by the University. The Applicant, by their conduct in proceeding with an application for this position, gives their consent to the processing of their personal information as required by the University's Recruitment, Selection and Appointment Policy. Such processing includes logging their information on the University's recruitment systems and disclosing their personal information to University employees identified to take part in the selection and recruitment process. The Applicant consents to any further processing of their personal information as may be required for relevant verification and reference check purposes. The confidentiality of the Applicant's personal information will be maintained.*

*The University is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the relevant employment equity plans and policies of the University. The University retains the right not to make an appointment and to verify all information provided by candidates.*

*Please note that correspondence will only be entered into with shortlisted candidates. The University reserves the right not to make an appointment or to re-advertise.*