



JOB DESCRIPTION

NB:

- 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)

Job Title:	Manager: Faculty Library
Position Title:	Manager: Faculty Library
Position Numbers (If it's an existing position):	5455, 5410, 5445, 5397, 5426, 5472, 5416, 6043, 5419 & 15075
Job Code (If it's an existing position):	U101
Job Level:	6
Date Evaluated:	2021/05/25
Faculty and/or Department:	Library Services
Division/Section:	Academic Support
Position reports to:	Deputy Director: Academic Support
Compiled By:	Deputy Director: Academic Support (NA Siwela) Asst Dir: Library Services (KMV Kgarosi)
Date Compiled:	2021/05/24
Approved By:	Director: Library Services (IL Soyizwapi)

Job Purpose

The primary purpose of this position is to lead and coordinate the service unit in a strategic, innovative and dynamic management of human resources and information services for the faculty libraries.

Key Responsibilities

Key Performance Area 1:	Strategic Leadership	(20%)
<ul style="list-style-type: none"> • 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 • Give input with regard to tactical and strategic decisions • Interpret developments within faculties and communicate to the DLS' strategic plan • Create and execute strategies that are intended to achieve established goals in an effort to satisfy key organizational goals • Knowledge of core processes of UP and the ability to relate them to the DLS' services and products • High level of information skills • Responsible for service provision according to the SLA and the annual revision thereof • Identify, analyse and filter potential partners and competitors. • Collaborate with other library stakeholders to ensure that faculties are provided with seamless services • Ensure that information services are benchmarked against international best practice • Enhance and assess the quality of the user experience of the library • Assume leadership in the implementation of the DLS' quality strategy in the faculty library. 		
Key Performance Area 2:	Professional Management of the Faculty Library	(10%)
<ul style="list-style-type: none"> • 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 • Ensuring the provision of training for users, both student and academic staff in subject specialities of faculties by utilizing the most appropriate methods and technologies • Create capacity for the implementation of new strategies in the Faculty Library • Monitoring the quality of support for each academic department and research institute, and providing recommendations where change is required • Ensure training in and optimal use of technology for personnel as well as clients. • Continuously communicate the faculty needs and the importance of libraries within faculties • Ensure that sound knowledge management practices are implemented and marketed in the faculty library and faculty • Relate UP strategies and policy to individual roles of the personnel. • Ensuring that quality information services are consistently provided for all academic departments in the faculties 		
Key Performance Area 3:	Faculty Support and Engagement	(15%)
<ul style="list-style-type: none"> • Responsible for effective communication between the faculty library and all relevant internal and external stakeholders • Attend Faculty Board meetings and all relevant committee meetings in the Faculty • Developing relationships with HOD's in academic departments and regularly scheduling meetings to assess progress and address any concerns; • Communicate faculty concerns and ensure they are addressed timeously 		

<ul style="list-style-type: none"> • Ensure that the faculty is supported with undergraduate student excellence, postgraduate and academics' research needs, and support in collaborative research within research institutes. • Providing feedback to faculties of new services available to them • Collaborate with different stakeholders within the University, i.e. (Department of Education Innovation to develop innovative information services and methods in Faculty, Department of Information Technology high level IT systems and keep up with rapid technological changes 		
Key Performance Area 9:	Information Resources Management	(15%)
<ul style="list-style-type: none"> • Establish communication channels in faculties for inputs about information resource management. • Management of Technical Services interface • Implementing the collection development policy • Monitor the collection development in their respective departments • Management of IM strategies, e.g. migration to electronic resources • Optimal use of available funds to build and maintain a relevant collection of high standard. • Monitoring the collection development in their respective departments • Ensuring that electronic resources are appropriately evaluated and prioritized for Faculty needs 		
Key Performance Area 4:	Operations Management	(10%)
<ul style="list-style-type: none"> • Manage all budgets for the faculty library as well as other related funding • Notice where the library environment can be improved and makes suggestions or improvements accordingly • Coordinate all IT related matters in the faculty library. This includes but not limited to, reporting IT problems, updating the IT asset register and updating of the Faculty Library Page • Collaborating with IT Services to ensure high levels of systems availability, functionality, integrity, and efficiency • Give input in operational, tactical and strategic decisions • Implementing the delivery of traditional and new services such as Scholarly Communication, Bibliometric Analysis, and Research Data Management (RDM) to the faculty 		
Key Performance Area 5 :	Physical Resources Management	(5%)
<ul style="list-style-type: none"> • Manage and optimize the physical facilities of the unit • Maintaining of assets control • Ensure optimal use of physical resources • Maintenance of physical resources • Identify and manage risks in the faculty library 		
Key Performance Area 6:	Marketing	(5%)
<ul style="list-style-type: none"> • Plan, support, participate in the marketing events of the DLS • Plan, support , participate in the marketing events in the faculty 		
Key Performance Area 7 :	Change Management	(5%)
<ul style="list-style-type: none"> • Continuous re-positioning of the faculty library to meet the demands of the changing dynamics of the profession and the external environment as well as the DLS' strategies • Act as a change agent and drive changes in the faculty library and faculty 		
Key Performance Area 8 :	Human resources management	(10%)
<p>Responsible for Human Resource Management activities for all reporting staff e.g. approval of leave, performance management, training, job descriptions, as contracted.</p> <p>Performance management</p>		

- Performance management is an on-going process and is used as a management resource with which to implement the organization's strategies and goals and manage staff development needs.
- Role/job descriptions for all team members exist, are continuously updated and are in line with the UPLSs' strategies.
- Ensure that library staff is professionally developed and the attendance of appropriate programs by library staff continues

Climate

- A shared meaning for the values of the UPLS exist and are adhered to
- The working climate is sensitive to the dynamics of the external environment
- Promote positive attitudes
- A Healthy, positive and emotionally safe working climate exists for creative service

Diversity management

- Team composition promotes Library Services' diversity goals.
- The value of diversity in the unit is recognized and exploited to the advantage of the UPLS.
- A development plan for diversity

Conflict handling

- Conflict is handled to the advantage of the persons involved, the team

Time Management

- The leader and team members meet all deadlines
- Help team members to understand and implement good time management and act as a role model
- Staff is available at all times at service delivery points

Identification and development of staff potential

- Every team member is afforded the opportunity to develop to his/her full potential in line with the needs of the organization
- Take responsibility for the attendance of training sessions by relevant staff members in faculty libraries

Optimal use of existing expertise

- Skilled personnel are recruited, retained and employed to the advantage of the whole organization.
- Staff have the skills to realize strategies

Communication

- Management is informed about matters arising from the team and/or client groups.
- The team is informed of strategic and tactical decisions
- Interfaces with faculty, academic departments and internal units are created and maintained

Mentoring

- Mentorship relationships are established

Facilitation/Team leadership

- Team members are enabled to make decisions
- Participative decision making takes place
- The team shares the same vision and mental models
- Synergy and interdependence

Key Performance Area 10:	Professional Development and Contribution	(5%)
<ul style="list-style-type: none"> • Improve subject and professional knowledge and skills continuously • Integrate new products, services and tools into work processes 		

- Determine the impact of changes in the University, Higher education arena (research, teaching and learning) and international trends on products and services.
- Translate and implement Library strategies in own work environment
- Lead Library working groups and projects
- Involved in professional activities outside the library
- Share expertise in training initiatives
- Involved in professional activities on a regional, national and/or international level
- Participate in corporate projects

Job Requirements

Qualifications

Minimum	Desirable
<ul style="list-style-type: none"> • Library qualification (e.g. B.Bibl, Degree + PGDip LIS or B.Inf (Hons)) AND/or • A Relevant Honors 	<ul style="list-style-type: none"> • A Relevant Master's degree

Experience

Minimum	Number of years
Experience in the following: <ul style="list-style-type: none"> • An academic library or research library • Working as an Information Specialist with knowledge of the subject and work environment of the primary users • Research process • The use and impact of information technology • Managing teams 	<ul style="list-style-type: none"> • Minimum 6 years' experience in an academic or research library of which 2 years should be in management
Desirable	Number of years
<ul style="list-style-type: none"> • 	

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

- Valid Driver's Licence (Desirable)

Competencies (Knowledge, Technical Competencies and Behaviours)

Knowledge	Proficiency Level
Subject knowledge	Expert
Information sources in various formats	Expert
Building information retrieval strategies	Expert
The research process and methodology	Expert
Information organization methods/packages/tools	Expert

Relevant information technology (Software and Hardware)	Advanced
Marketing methods/procedures	Advanced
Benchmarking methods	Expert
Administration systems, policies and processes	Advanced
Legal requirements with regard to information distribution and information media	Advanced
Training and evaluation methods	Expert
Work processes' –environment, -industry	Expert
Technical Competencies	Proficiency Level
Interviewing skills	Expert
Searching skills	Expert
Information analyzing, evaluating and organizing skills	Expert
Information management skills	Expert
Knowledge management skills	Expert
Collection management skills	Expert
Marketing skills	Advanced
Training skills	Expert
Financial management skills	Advanced
Behavioural Competencies	
Interpersonal skills	
Negotiation skills	
Emotional intelligence	
Communication skills across cultural borders	
Conflict management skills	
Organizational skills	
Presentation skills	
Self-control and personal drive	
Creativity and innovation	
Adaptability	
Responsible	
Client focused	
Knowledge	

Communication and Liaison

Internal Stakeholders (80%)	External Stakeholders (20%)
<ol style="list-style-type: none"> 1. Stakeholder: Members of the Executive of the library 2. Stakeholder: Management team of the library 3. Stakeholder: Colleagues in the library service 4. Stakeholder :Deans and HoDs of the Faculty 5. Stakeholder :Department of Education Innovation 6. Stakeholder :Client Service Centre 7. Stakeholder : Learning Centre 8. Stakeholder : Department of Research and Innovation 9. Stakeholder : Department of University Relations 10. Stakeholder : Department of IT Services <p>Nature of relationship: Provide and receive a service Sphere of influence: Impact the whole university/organisation</p>	<ol style="list-style-type: none"> 1. Stakeholder: External users 2. Stakeholder: Other libraries 3. Stakeholder: Publishers 4. Institutes, Ambassadors and Units associated with the relevant faculty <p>Sphere of influence: Interaction for purposes of managing relationships</p>
11. Stakeholder: UP Students	

Nature of relationship: Provide a service to them Sphere of influence Impact the whole university/organisation	
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Organisational Structure



Additional Job Dimensions

Number of Direct Subordinates	
Next Potential Career Move (Lateral and Hierarchical)	
Working Conditions & Physical Requirements	<ul style="list-style-type: none"> • May be required to work extended hours, after hours or weekends
Line Manager Signature	Date:
HOD/Deputy Director Signature	
Dean/Director Signature	
Executive/Vice Principal Signature (if job reports to Executive/VC)	

For Office use only - To be completed by HR

Previous Job Title:	Assistant Director: Library Services
Previous Job Level:	
Job family:	
Benchmark Positions:	Yes
	Click here to enter text.
Remchannel Code:	