

Position Title	Head of Library Department
Department	Library
Job Code	HR/04-2021

## Job Description

To lead the operations and development of the library and information services in order to support the academic and research activities of students and staff at Sorbonne University, Abu Dhabi (SUAD).

### Key Responsibilities:

- Develop the Library strategy in collaboration with Line Manager, ensuring key initiatives are aligned to the University's strategic plan in relation to learning and research initiatives
- Provide leadership to the Library department by confirming the vision and mission of both the University and the department, to ensure that all staff are aware of what they are required to achieve and how they are performing against their objectives
- Manage the day-to-day operations of the department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards
- Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and divisional performance
- Supervise the implementation and development of library and information services, including the classification, cataloguing and presentation of materials as well as supporting user training activities to ensure ease of access to all learning resources and a high quality service for students and staff
- Ensure appropriate development of the print and electronic library collections in order to support academic teaching, research projects and student assignments in line with the strategic plan and the student and staff needs
- Supervise close working relationships between academic and administrative departments to ensure the library's services are responsive to the teaching and research needs of SUAD
- Manage and maintain up-to-date technology platforms and digital initiatives, in conjunction with IT, to ensure smooth running of the library and to enhance the users' experience
- Manage the library's physical space in order to provide a suitable and attractive place for students and staff to study, teach and learn
- Supervise and participate in the promotion of the library and information services to the University community in order to attract students and staff to utilize the library
- Represent the library outside the academic community on boards and committees thereby sharing and collaborating on resources by promoting SUAD
- Maintain and develop own knowledge of library developments and technological advances in order to adapt and enhance the library services to meet the rapidly changing needs of University staff and students

## We're looking for:

- Prepare the annual budget submission to ensure that the library is adequately funded to fulfil its mission and meet all its obligations
- Monitor the department's financial performance versus the set budget so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon
- Develop and implement the Library's policies to ensure all relevant procedural/legislative requirements are fulfilled
- Communicate the requirement of operational policies and procedures to staff and monitor their adherence so that work is carried out in a controlled manner
- Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards
- Maintain the digital repository of all the university research publications
- Advise the DVC(A) of all relevant matters pertaining to the library and perform other related duties or assignments as directed by the Line Manager

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

#### Minimum Qualifications:

- Master's degree in Library Science or Library and Information Science from an ALA-accredited institution

#### Minimum Experience:

- 8 years management experience in a University Library

#### Job-Specific Skills:

- Library management
- Knowledge of digital research repositories
- Knowledge of recent developments regarding library service portals (LSP's)
- In depth knowledge of the publishing and book trade
- Good Communication skills
- Good financial skills
- Excellent interpersonal skills
- Excellent working knowledge of English and/or French language, Arabic is an added value

### Conditions

TBC

### Grade

1 C

We're  
looking for:

Package Details

TBC

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

23 March 2021