

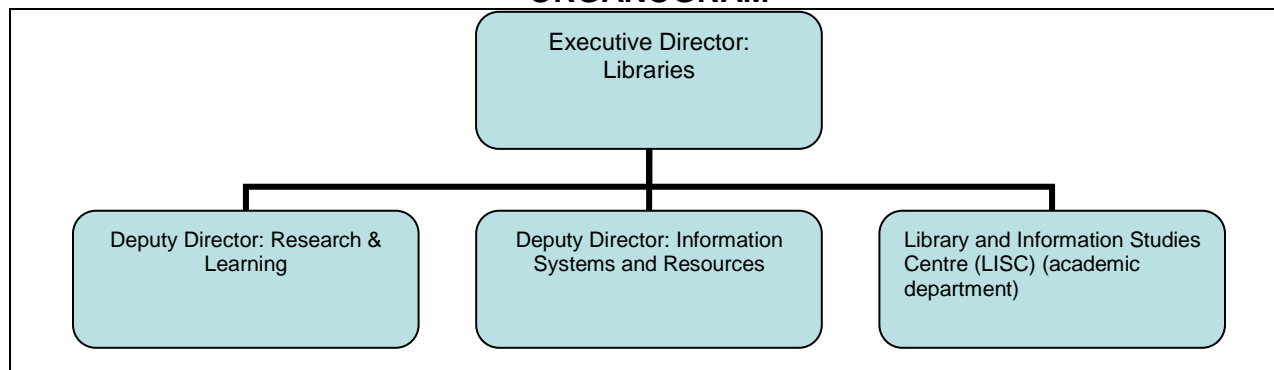
NOTES

- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form should be kept on file in your office.
- For re-evaluations, this form must be sent to your relevant HR Advisor/Officer

POSITION DETAILS

Position Title (<i>current title</i>)	Executive Director: UCT Libraries		
Status of Post (<i>tick</i>)	New Post		Re-evaluation
Job Grade (<i>current grade</i>)	Peromnes 3		
Faculty (<i>if applicable</i>)			
Department	Libraries		
Section (<i>if applicable</i>)			
Date of Compilation	Revised July 2012		
FOR OFFICE USE			
Job Title			
Date of Grading			
Grading Result			

ORGANOGRAM



PURPOSE

Reporting to the Deputy Vice Chancellor, the Executive Director of University Libraries provides strategic and executive leadership to the University of Cape Town Libraries and the academic enterprise Library and Information Studies Centre (LISC); is a member of UCT's senior leadership group, and participates fully in all relevant leadership, management, and governance structures of the University. The ED: Libraries articulates a strategic vision for the provision of academic information services at the UCT; leads and manages the UCT Libraries, a system consisting of a Main (Chancellor Oppenheimer) Library and seven branches. The ED: Libraries has overall responsibility for the budget, staffing, research collections, services, facilities and equipment in the University Libraries. The Library and Information Studies Centre (LISC) is located organisationally within the University of Cape Town Libraries and offers, through the Faculty of Humanities, programmes in Library and Information Studies: the Postgraduate Diploma in Library and Information Studies, Masters' programmes and PhD studies.

JOB CONTENT

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes	Competencies
1. Strategic responsibilities	30%	<p>Articulates a strategic vision for the provision of academic information services at the University of Cape Town</p> <p>Provides strategic leadership that aligns institutional library and information needs with and advances the University's values, vision, goals, strategic priorities</p> <p>Integrates library staff activities and roles into the strategic research, teaching, learning and community engagement goals of faculties, departments, and other scholarly entities of the University.</p> <p>Develops and oversees implementation of strategies and policies to ensure appropriate levels and availability of information services and resources to the academic and research community of the University</p> <p>Develops ongoing awareness of the information environment within, and external to, UCT, and adapts policies, strategies and resources to manage such changes</p> <p>Drafts & proposes policy related to the direction and development of the University Library's services and facilities.</p>	<p>Sound knowledge & understanding of academic information services sector is demonstrated</p> <p>A pro-active approach to service delivery and an appreciation of the critical scholarly support role of the library is demonstrated</p> <p>Ability to identify opportunities & recommend changes is evident</p> <p>Ability to articulate a compelling vision that provides direction for the UCT Libraries is demonstrated</p> <p>Design and articulation of appropriate strategies to advance the strategic goals of the institution is demonstrated</p> <p>Strategies that are achievable, realistic & current are formulated</p> <p>Strategies that are clearly stated, communicated and can be implemented by Library staff</p> <p>Constantly re-assessment of the information environment within, and external to, the University and develops and adapt the Libraries' strategies, policies, and expenditures to manage such changes is demonstrated</p>	<p>Leadership skills</p> <p>Ability to think strategically and creatively at library and institutional level</p> <p>Highly collaborative orientation: ability to consult others and get their input on matters</p> <p>Decisive and innovative leadership</p> <p>Personal credibility and an ability to engender respect and instill confidence in people at different levels within the institution</p> <p>High level of professionalism and conduct that will enhance the reputation of the University</p>
2) Overall leadership, management and policy development of the Department	45%	<p>Leads and manages the UCT Libraries, a system consisting of a Main (Chancellor Oppenheimer) Library, seven branches, including Law and Health Sciences and Special Collections (approx. 140 FTE posts)</p> <p>Develops and oversees the implementation of strategies and policies to ensure an optimal mix of information services and resources is available to the academic community</p> <p>Holds financial accountability for all aspects of the Libraries' budget (approximately R85m)</p>	<p>Information services provided meet and exceed the needs of academic staff, researchers and students</p> <p>Library users (academics, researchers, students & external users) are satisfied</p> <p>Evaluation of resource requirements is accurate and resources are well-utilised</p> <p>Libraries' budget and resources are aligned UCT's strategic vision and need</p>	<p>Commitment to transparent management, being open about decisions taken and mistakes made</p> <p>Ability to motivate and lead staff, manage human, financial and physical resources</p> <p>Strong service delivery ethos</p> <p>Extremely professional with high</p>

		<p>Manages Library budget & funds in accordance with University financial procedures and processes</p> <p>Lead and develop the Library Management Team</p> <p>Leads and manages innovation in the Libraries' collections, user services and the digital presence</p> <p>Ensures the University Libraries' collections, services and facilities are developed and managed in response to the changing needs of the academy and research enterprise</p> <p>Ensures the ongoing management and use of appropriate technologies to deliver information in a changing digital environment</p> <p>Manages a robust communications and marketing strategy that promotes the University Libraries collections, services & facilities</p> <p>Fully accountable for advancing and implementing the University Policy on Transformation in the UCT Libraries Executive responsibility and oversight for all aspects of staff development across the library services</p> <p>Benchmarking of the Library</p>	<p>Awareness of resourcing issues and needs evident</p> <p>Expenditure against approved budget allocations monitored with corrective action taken on overspend /underspend</p> <p>Service is realistic in terms of resources and compares favourably to similar institutions with similar resources</p> <p>LMT makes & communicates informed decisions</p> <p>LMT is transparent & participative</p> <p>Documentation is clear and & available to managers and staff as required</p> <p>Ensuring provision of well managed and cost-effective ICT systems, infrastructure, facilities and equipment that relate to the needs of users and align with the ICT strategies of the institution</p> <p>Well designed and equipped Library ICT environment for academic community</p> <p>Appropriate technology in place that delivers information in a changing digital environment.</p> <p>Appropriate structures for accessible & open communication</p> <p>Consultation where appropriate</p> <p>Regular and effective library communications within, & beyond university community</p> <p>Accurate and reliable communication from the Directorate.</p> <p>Complete and accurate information disseminated</p> <p>Interactive communication evident</p> <p>Realistic (in terms of staffing and resources and nature of institution) targets and goals are set to ensure service delivery as well as on-going continuous improvement.</p>	<p>personal standards, able to produce work of a superior quality</p> <p>Excellent organisational and communication skills and proven ability to work effectively with a wide range of constituencies</p> <p>Decision-making skills, able to be objective, flexible but decisive</p> <p>Problem-solving skills: logical and analytical</p> <p>Ability to prepare policy documents</p> <p>Ability to understand, interpret and create budget documentation at library and institutional level</p> <p>Strong sense of accountability</p> <p>Resource management skills</p> <p>Ability to delegate</p> <p>Impact/influence and credibility</p>
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<p>3) Overall leadership, management and policy development of the Library and Information Studies Centre (LISC)</p>	<p>5%</p>	<p>Provides strategic leadership that aligns library and information education with the LIS sector needs</p> <p>Holds financial accountability for the LISC budget</p> <p>Ensures LISC is appropriately resourced to meet the goals and priorities of the academy and research enterprise</p> <p>Ensures that the LISC Advisory Board is established and functions according to the Terms of Reference</p>	<p>LISC success results from effective policies, planning, structures in place to support effective teaching, competent supervision, research agenda and social engagement</p> <p>Motivated and appropriately qualified staff</p> <p>Offices and teaching facilities provided are at the desired standard</p> <p>Sufficient budget to fulfill goals and priorities</p> <p>Cohort of qualified librarians with requisite knowledge and skills for employment in a rapidly evolving and technological oriented knowledge society</p> <p>Advice from sector experts on library and information studies strategies, curriculum, teaching & learning, research and student recruitment</p>	<p>Leadership skills</p> <p>Ability to think strategically and creatively at library, institutional and LIS sector level</p> <p>Decision-making skills, able to be objective, flexible but decisive</p> <p>Problem-solving skills: logical and analytical</p> <p>Ability to prepare policy documents</p>
<p>4) Participation in the governance structures of the university</p>	<p>10%</p>	<p>Participates fully at senior level in all the relevant leadership, management, and governance structures of the University</p> <p>Ensures cooperation with key stakeholders to ensure delivery of appropriate and effective services (e.g., ICTS, Development and Alumni Department, CHED).</p>	<p>Proactive engagement with the Senate Library Working Group & other stakeholders on academic information services eg strategic direction, advise on policy, trends & best practice</p>	<p>Ability to be an effective spokesperson for the Libraries and a fully contributing member of the UCT Senior Leadership Group</p>
<p>5) Liaison with external communities and organizations, including donors</p>	<p>10%</p>	<p>Represents UCT Libraries in regional and national committees, professional organizations, and specialized groups.</p> <p>Leads funding and philanthropic efforts on behalf of the Libraries</p> <p>Provides service to the wider information community through consultation, participation on advisory bodies and boards, leadership in professional organizations, and provision of information and support.</p>	<p>Excellent knowledge of environment & its influence on library</p> <p>Networking through good relations with internal & external parties eg SA University Library Directors</p>	<p>A record of academic achievement</p> <p>A record of publication achievement</p> <p>A successful record of participation in external agencies, organisations and associations</p>

MINIMUM REQUIREMENTS

Minimum Qualifications	Master’s Degree in Library & Information Science OR; Master’s Degree in a subject discipline PLUS Post-graduate diploma in Library & Information Science
Minimum Experience	<p>10 years relevant experience is required. Relevant experience includes: -</p> <ul style="list-style-type: none"> • Previous experience in an academic or research library with exposure to all areas of Library operations e.g. research collection development, user services for under- and postgraduate students, HR issues, Performance Management, budget and financial management , ICT applications & electronic library & information tools, scholarly communication trends, staff development & training • At least three years’ experience working at a strategic level with senior management in a university and/or research library • At least eight years’ management experience and with a proven track record for effective leadership and management in budgeting , staffing and collection development • Expertise in managing teams and project management teams is essential • Sound knowledge of Library-related technologies, applications and tools • Previous experience should include introducing innovation, leading change and influencing individuals to change current thinking and behavior • Awareness of international best practice for research library services • Having been an advocate for transformation and change

AUTHORITY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Compiled by				
Approved by				
Reviewed by				