Western Libraries
Head, Discovery, Description, and Metadata
Content Management, Discovery, and Access

Western Libraries is seeking an enthusiastic and service oriented librarian for the position of Head, Discovery, Description, and Metadata. The Head will report to the Associate Chief Librarian: Content and will play an integral role in leading the Discovery, Description, and Metadata team and in collaborating with other managers and colleagues across Western Libraries to develop integrated, user-centred library services that support research, scholarship, and teaching.

The Head will provide leadership, supervision and mentoring to a team of three Librarians and six Library Assistants. This team will work in close collaboration with two other teams in the Content, Management, Discovery, and Access functional area as well as other teams across Western Libraries to ensure that users experience seamless, convenient discovery of and access to the content they require. The Head models a willingness to try new ways of meeting objectives and is unafraid to fail or take chances. Collaboration will be achieved through open, constructive communication, staff engagement, shared accountability, and a sense of common purpose.

The position carries an annual administrative stipend with a five year term of office (renewable). Upon completion of the term(s) of office, the incumbent will be assigned to a position at the discretion of the Vice-Provost and Chief Librarian appropriate to the incumbent’s qualifications and experience.

Strategic and Administrative Accountabilities:

- Contribute to the development of Western Libraries’ strategic and operational plans, aligning these plans with Faculty and University goals.
- Provide vision and strategic direction to manage an effective team through planning, leadership, assessment, and effective delegation.
- Establish workloads, providing guidance and direction, monitoring and evaluating performance, and coaching as needed.
- Participate on Management Committee and collaborate with other Western Libraries and Affiliated College leaders, setting priorities, planning, resolving problems, and developing services across organizational functions.
- Contribute to the goals and strategic initiatives of Western Libraries through leadership of and/or active participation in library, university, provincial, national, and international committees, working groups, and task forces.
- Perform administrative duties such as performance evaluations.
- Act as a change leader as CMDA and Western Libraries transition into a new organizational structure.
Team specific accountabilities:

- Plan, develop, organize and lead discovery, description, and metadata activities in an increasingly digital and technical environment to meet user needs from an evidence-based perspective.
- Provide expertise and leadership during implementation and ongoing operation of a new Shared Library Services Platform.
- Collaborate with managers of other teams within CMDA or other functional/foundational areas of Western Libraries in the implementation of discovery, description, or metadata projects.
- Provide leadership in exploring and implementing collaborative metadata practices across multiple institutions.
- Coordinate a variety of metadata projects, both within Libraries and in collaboration with other campus groups.
- Maintain close awareness of issues involving the future of bibliographic control and demonstrate leadership in implementing new standards as appropriate.
- Optimize the capabilities of a suite of current and emerging discovery and retrieval systems designed to provide rich discovery and timely access to Western Libraries collections and resources.

Qualifications

This role is open only to Western Libraries Members with Continuing or Probationary Appointments. As such, the successful candidate must have a Master’s degree from a program accredited by the American Library Association (ALA), or equivalent degree, or a PhD degree in library and information science, or equivalent degree and a minimum of five years of professional experience with a focus on metadata applications. Demonstrated leadership and supervisory experience are required.

The highly interactive nature of this role will require outstanding communication, collaboration, conflict resolution, and interpersonal skills. The candidate will facilitate team innovation through a combination of initiative, resourcefulness and flexibility; and be able to develop relationships across Western Libraries, with many diverse groups on campus, and in the provincial and national library community.

The successful candidate will be a highly motivated, self-directed, and service-oriented leader who engages and empowers others to succeed. They will provide evidence of strong analytical and problem-solving skills, exceptional organizational skills to set and balance priorities, manage competing deadlines, and take on various roles and responsibilities simultaneously. The candidate will provide evidence of their ability to think strategically and will have demonstrated ability to build strong teams. Demonstrated success with project management is preferred.
A broad working knowledge of principles, techniques and practices of resource description and metadata standards and schema, as well as innovations in web-based technologies such as linked open data and metadata services is required.

Environment
Western Libraries is undergoing a transformative organizational renewal that will enhance our capacity to contribute to student success and teaching and research excellence at Western. We anticipate our new functional teams will be in place for spring 2018.

The core user function of Content Management Discovery and Access is committed to ensuring that users experience seamless, convenient discovery of and access to the content they require to support research, scholarship, and teaching in an evolving 21st century academic institution. Content Management, Discovery, and Access comprises three teams: Collections & Content Strategies; Discovery, Description, & Metadata; and Acquisitions. Members of these teams work collaboratively to anticipate and ensure proactive provision of access to high quality content, regardless of format and in alignment with strategic priorities. Through user-informed selection, acquisition, management, and provision of access to content, the teams meet changing collections and content needs while ensuring responsible stewardship of our collections and strategic expenditure of the acquisitions budget. Content Management, Discovery, and Access has responsibility for effective management of an annual collections budget of $15 million for the selection, acquisition, access, and cataloguing of information resources in support of the University’s priorities for research and scholarship, and teaching and learning.

Application Procedures:
Applicants are required to submit a covering letter, a curriculum vitae, and the name and contact information for a reference who is a current or was a past supervisor, in electronic format by 12 March 2018, 11:59 PM (EDT) to:

Office of the Vice-Provost and Chief Librarian
Western University
Email: libarc@uwo.ca

Only applications received by email will be considered.
Please submit your application package as a single electronic file (MS Word or pdf).
Please quote in the subject line reference #: HDD&M03_2018

Applicants invited for an interview will be asked to make a presentation to members of the Western Libraries community. Interviews are anticipated to take place in March. Applicants invited for an interview will have at least three days to prepare and will be asked to present for members of the Western Libraries community on the following topic:

Describe how you would engage the Discovery, Description, and Metadata team members in developing a shared vision and action plan for the work of the team within the new organizational structure. What is the biggest challenge facing this team? What is the biggest opportunity?
Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact libarc@uwo.ca

Posted on the Faculty Relations website February 26, 2018.