Western Libraries is seeking an enthusiastic and service oriented librarian for the position of Head, Collections and Content Strategies. The Head will report to the Associate Chief Librarian: Content and will play an integral role in forming the Collections and Content Strategies 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 five Librarians and one Library Assistant. 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.
- Ensure timely communication with administration, other managers, staff, and patrons about significant developments and projects.
- Establish workloads, providing guidance and direction, monitoring and evaluating performance, and coaching as needed.
- 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.

Team Specific Accountabilities:

- Lead strategic user-focused development, management, preservation, and evaluation of all content across all disciplines to support the user community at Western and beyond.
- Lead the development and implementation of innovative and effective collection and content development methodologies and workflows.
- Ensure strategic collaboration with partners such as OCUL, CRKN, Downsview, and any other partnerships that may arise on matters related to information resources development and collaborative collection practices.
- Lead regular review of existing collections practices to ensure continued value (E.g. Approval plan and Demand Driven Acquisitions review).
- Monitor the acquisitions budget, with engaged strategic leadership from ACL: Content and in close collaboration with the Manager, Acquisitions and Finance, to ensure responsible expenditure.

For a fuller description of the role, please review the role definition provided on the intranet: https://staff.lib.uwo.ca/ori_implementation/CMDA-CCS-Head1.pdf.

**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 library collections and content. 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 experience in development and management of collections and understanding of current challenges and opportunities in content development and access are 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:

Interviews are anticipated to take place before the end of November. 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 Collections and Content Strategies team members in developing a shared vision and action plan for the work of the Collections and Content Strategies team within the new organizational structure. What is the biggest challenge facing this team? What is the biggest opportunity?

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 October 29, 2017 to: libarc@uwo.ca

Office of the University Librarian
The University of Western Ontario
Email: libarc@uwo.ca

Please quote reference #: CSS-HEAD-1017

Only applications received by email will be considered.

This position is 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 Martine Jezek at mjezek@uwo.ca or phone 519-661-2111 x 84799.

Posted on Faculty Relations website October 23, 2017.