HR191	**JOB DESCRIPTION**	UNIVERSITY OF CAPE TOWN
		IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Deputy Director: Information Systems and Resources
Job title (HR Practitioner to provide)	
Job grade (if known)	13 (Peromnes 5)
Academic faculty / PASS department	Libraries
Academic department / PASS unit	
Division / section	November 2016
Date of compilation	

ORGANOGRAM
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)

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                    Executive Director
                           |
                       This Post
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Section Manager:  Principal   Principal   Manager:    Manager: Shared
Special          Librarian:  Librarian:  Digital     Services
Collections      Discovery   Acquisitions Library
                                          Services
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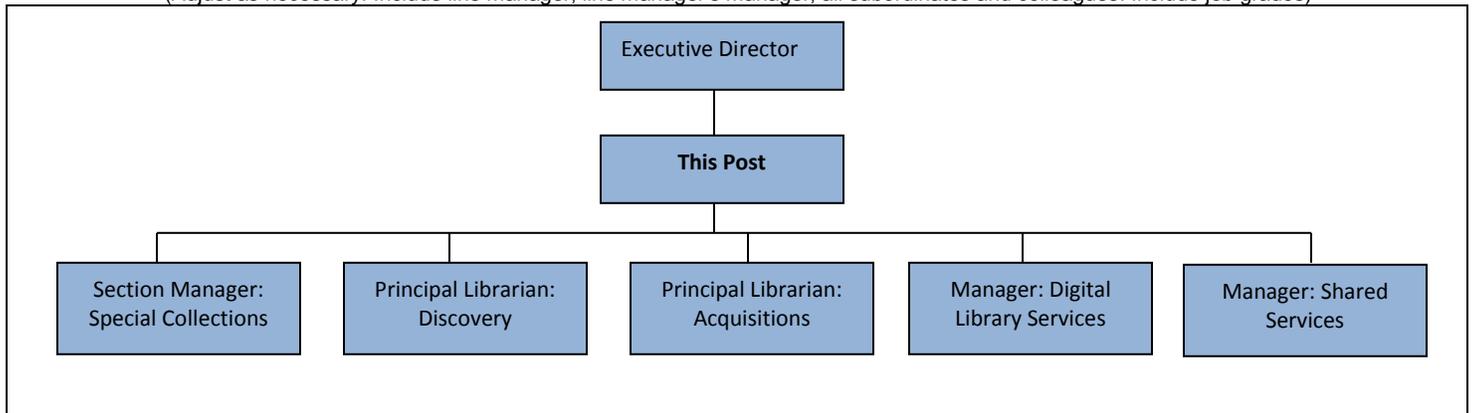
PURPOSE

With the Executive Director: Libraries and a second Deputy Director (Research and Learning Division), this post forms the senior management that plans and leads the strategic development of the UCT Libraries to advance the goals and priorities of the institution. The main purpose of this position is to provide leadership for the staff of the Division: Information Systems and Resources; plan and lead strategic development and innovation in collection building, information technology and access to scholarly content; ensure strategic plans are implemented by the section managers and effectively monitored; identify and obtain resources required to implement strategies; evaluate processes, workflows and reports from section managers to plan and direct services; oversees expenditure of annual operating and acquisitions budgets for the Division.

June 2017

Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1 Resource management: Staff of the Information Systems and Resources Division are in specialist teams: • Acquisitions (print and digital) • Digital Library Services • Discovery Services • Special Collections	25%	Leads and manages directly the activities of section managers and indirectly permanent staff positions in specialist teams and additional student assistants Provides strategic direction and coordination of section managers' work and activities through effective organizing, planning, facilitating and assigning responsibilities, workloads and special projects Manages section managers' performance, output and delivery aligned with Library and Divisional goals Provides section managers with regular feedback about their performance in relation to agreed objectives Reviews and evaluates workflow and reports from section managers to align services and activities with resources Encourages skills development and professional development of all staff in the Division Coordinates the Division's staff training and skills development reports for the Libraries workplace skills plans Ensures job descriptions for all staff in the Division are current Contributes to the recruitment process for positions in own Division Takes responsibility for new section manager induction and monitors induction for all new staff in the Division Manages employment relations (grievance, discipline and conflict resolution) Accountable for advancing and implementing the Libraries' transformation strategies Accountable for advancing and promoting open and collegial working relations within the Division and across the Libraries	All functions relating to the staff are carried out timeously and in accordance with UCT HR policy and relevant legislation Relevant documentation is correctly completed, signed off and processed timeously Staff members are trained and equipped to meet agreed performance standards and objectives Effective operational coordination of staff performance and staff development with regard to professional competence Staff members are highly motivated Job descriptions are current and relevant Personal development plans for all staff are in place, reflect appropriate levels of training and work-related learning requirements and are reviewed regularly Division's workplace skills development and learning plan is current and implemented The successful implementation of the Libraries' transformation strategies and the Division meets the employment equity targets Staff working relations are collegial and professional at all times Effective leadership and contributions to Libraries selection committees Effective induction plans implemented Demonstrates effective mediation skills and ability to lead University disciplinary committees

2	Strategic leadership role and responsibilities in the Libraries and Division	20%	Participates in the development of the UCT Libraries strategic plan and leads the strategic and innovative development of the Division in terms of collections, information technology, access to scholarly content and management support services	Policies and procedures are aligned with the strategic plans of the libraries and the University
			Provides the leadership to accomplish the Libraries' strategic goals and the Section's functional objectives	Appropriate decisions are taken with regard to library priorities and strategic directions.
			Identifies and obtains resources to implement strategic plans	The internal library sections and the Libraries' users are provided with relevant services and support based on best international benchmarks, and services are enhanced on an ongoing basis.
			Ensures the strategic plans are integrated into the workflows of the section managers	
			Actively participates as a member of the Libraries' Exco and Management Teams and collaborates with other managers to advance the Libraries' strategic goals and priorities	
			Identifies and analyses strategically significant trends in the higher education and academic library sector, both national and international, which may impact on the UCT Libraries' user community. Where appropriate, advances new services and/or policies.	All areas of the Libraries have coordinated focus and understand roles and priorities.
			With the ED, participates in high-level decision-making on policies and resources for the library system, including fiscal resources.	Expert and specialist input is contributed at Library, University and community level
			With ED and deputy director, develops Libraries final budget for presentation to Executive and Senior Leadership Group.	Understanding of reasons and strategies for developing collaborations and partnerships
			With the ED, prioritises services and activities and aligns activities to budget and other resources.	
			Active and participative leadership on the LMT, Library Exco, Library cross-functional teams, project teams	Proactive engagement with partners and stakeholders on academic information services and supporting services
			Supports the ED in building relation, partnerships and collaborations with key stakeholders across the campus to ensure delivery of appropriate and effective services eg ICTS, Research Office, eResearch, PG Office etc	
			Any other tasks assigned by the Directorate	

3	Providing leadership within the Division to ensure the delivery of relevant services	35%	Provides the leadership to accomplish the Division's strategic goals and operational objectives of the various sections	Internal Library sections are satisfied with the effectiveness of the services and support provided by Information Systems and Resources
			Leads the strategic and innovative development of the Libraries' collections, information technology, processing activities and administrative support	Clear policies and procedures for the description, organizing, managing, sharing and providing access to data
			Ensures relevant service delivery to the internal library sections through organizing and planning the work of the section managers within the Division; through evaluating and reviewing existing services; through developing and implementing new services as appropriate	The Libraries make collections and resources available in a way that is effective and efficient and that incorporates the latest information technologies and best international practice.
			Provides leadership for building nationally and internationally recognized collections which support the research, teaching, and learning priorities of the University, and which attract scholars to the University	UCT's collections are managed and preserved in a way that ensures their optimal use and value to research, teaching and learning in support of UCT's strategic goals
			Provides leadership in developing strategies to deliver innovative and well managed technology systems and architecture, equipment, infrastructure and facilities for the effective creation, sharing, discovery and use of scholarly content across the Libraries and user communities	Physical collections are conserved and housed in optimum conditions with appropriate discovery tools available to access the content
			Provides leadership in obtaining resources and support for incorporating social media and other emerging technologies into service provision	Digital storage and content discovery is managed using optimum technologies and accessible via advanced web2.0 and portal applications
			Provides leadership for service and content provision in the mobile and social environments	
			Provide leadership in webpage design and development	Open scholarship initiatives contribute significantly to making UCT's African-related scholarship visible and accessible online
			Provide leadership in the move towards cloud computing for next generation library systems	
			Provides leadership in established and new developments in technical infrastructure to support digital information resources, research data management, digital repositories, digital preservation and digital imaging technologies	Libraries uses metadata schema that meet international standards
			Provides leadership in understanding legislation affecting access to scholarly content with particular focus on publicly funded research, IP and copyright issues	Demonstrated understanding of IP issues and legislation in library-related matters
			Provides leadership and advice on standards and best practice for a broad range of digital, print and archival processing activities	Effective operational management, planning, coordination and development of library administration and support services for the Libraries
			Provide leadership in assessing existing services and proposing new user-centred information technology services delivered via service level agreement with ICTS, for improved discovery and access of content	
			Provides leadership to library administrative and support services for the UCT Libraries, including communication and liaison, webpage editorial activities, staff development & training, project management and training, and quality assurance and assessment.	Continuous enhancement of the Libraries webpage to enhance content discovery
			Establishes and maintains effective vertical and horizontal communication within the Division and between the Client Liaison Services Division and Directorate Manages the expenditure of General Operating Budget for approved operational equipment and supplies in the Division	Improved search and discovery interfaces (web and catalogue) through user-centred design process
			Provides leadership and oversight of the Acquisitions Budget expenditure and presentation of reports	Effective administration system and processes
			Provides leadership in managing funded projects and has oversight of donor reports	Guidelines established for information sharing across all layers of the Libraries
			Analyses statistical data collection to inform decision-making and generate both medium and long term plans for the Division	Improved sharing of information by using innovative communication technology

4	Quality assurance and assessment	10%	Provide leadership in the development of a set of user-centred quality metrics for collections, technology and processing activities Provide leadership in identifying and developing strategic performance indicators for the Libraries Ensures that the Division's services are benchmarked nationally and internationally	Services provided by the Division meet accepted standards which are benchmarked with similar institutions Results of benchmarking are incorporated in strategic planning and development reviews
5	Contribution to the profession and research	10%	Knowledgeable of, and commits, to continuing professional development activities and research Active participation in professional associations Writes grant proposals to support projects and research	Contributions through conference presentations and publications Teaching courses in librarianship or other academic disciplines Holds office in professional associations Active pursuit of grant funding to facilitate projects and research

Minimum qualifications	A Master's degree in Library and Information Science or a Master's degree in a subject discipline plus post-graduate Library and Information Science qualification.
Minimum experience (type and years)	A minimum of 10 years' relevant management experience in an academic or research library with at least 5 years in senior management; proven leadership and experience in the area of innovation, strategy development and planning for research collections; proven experience in and high-level knowledge and understanding of collection development and management; proven capability in and understanding of information technology in a scholarly environment; knowledge and understanding of open scholarship trends; knowledge & contextual understanding of emerging trends in the provision of digital information resources, research data management, digital repositories, digital preservation and digital imaging technology; knowledge and understanding of library administration and support services eg user facilities; proven record of human resource management and development; knowledge and understanding of financial management planning and budgets; proven experience of project management in an academic library environment; excellent communication and report writing skills; learning and results orientation; evidence of participation and engagement in continuing professional development activities.

COMPETENCIES

Competence	Level	Competence	Level
Professional knowledge and skill	3	Strategic leadership	3
Analytical thinking / Problem solving	3	People Management	3
Building partnerships	3	Facilitating change	3
University awareness	3	Communication	3

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD				

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