



JOB DESCRIPTION

Applications are invited from suitably qualified candidates for the following position

**Associate Director, Collections & Digital Services
Library
Permanent Contract**

Dublin City University

Dublin City University www.dcu.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

DCU Library

DCU Library is based on three campus locations (O'Reilly Glasnevin, Cregan St Patrick's, Woodlock Hall, All Hallows College). The Library employs approx. 75 members of staff, representing approx. 63 FTE. The Library manages over 500,000 printed books with other significant collections held in offsite storage. There is a strong emphasis on electronic access and DCU is a member of IReL, a nationally funded programme to acquire electronic content on a consortium basis. The Library also provides access to theses and dissertations, newspapers, web resources and other content types.

The Library has progressed a number of strategic partnerships. These include an alliance with the Jesuit order which saw the transfer of the Library from the Milltown Institute into its care. Other partnerships include those with Poetry Ireland and Children's Books Ireland.

Additional information on the Library is available at: <https://www.dcu.ie/library>

Information on the Library's statement of strategy is available at:

https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21_0.pdf

DCU Library plays a vital role in the University through the provision of extensive and relevant collections and availability of expert services. It is now responsible for three Library buildings, one on each DCU campus, a broad suite of electronic and print content and offers a comprehensive range of physical and virtual services.

DCU Library seeks an experienced, committed and expert library manager to lead the Collections & Digital Services directorate with a specific focus on managing the full lifecycle of print and electronic content and the management and development of the underlying digital infrastructures.

DCU Library in its current statement of strategy, has identified Visibility, Connectedness and Expertise as its three strategic themes and the Associate Director will be expected to reflect and champion these in framing and progressing an ambitious agenda for the Directorate and for the Library.

Recently DCU Library has implemented the Ex Libris Alma Library Systems Platform (LSP) and Primo discovery layer, and is currently planning the implementation of the Leganto reading list module. The postholder will be expected to work with the teams within the Directorate and across the Library to maximise the potential of this new infrastructure and identify and progress future opportunities for digital systems and supports across DCU Library.

Role Profile

The individual will be a member of the Library management team and responsible for providing strategic leadership and direction to DCU Library's support for research, teaching and learning by guiding the management and development of excellent physical and electronic content across all subject areas.

They will be responsible for **leading and managing** a team of approximately 12 staff across the key areas of the Directorate including: Acquisitions, Preparation & Cataloguing, Digital Systems & Services, and Electronic Resources & Serials.

They will have responsibility for **content acquisition and description** to enable effective access to, and use of, Library collections in both electronic and print formats, and for collection management in all areas except those within the remit of Special Collections & Archives.

They will provide leadership and oversight to the **Digital Systems & Services** team and to articulate and develop a digital plan for DCU Library based on the successful implementation of the new LSP and to harness its potential in terms of collections management and discoverability. They will anticipate and respond to changes in user expectation and behaviour. It is expected that they will undertake a review of extant Library digital systems and services with a view to developing a roadmap for systems management and to make best use of digital potential in Library end user service delivery.

They will be responsible for the **management of the library's information resource budget** ensuring that efficient collection management and value for money is realised and be the Library's key link point in partnerships with content providers such as IReL and other consortia based approaches to information provision.

Duties and Responsibilities

The responsibilities of this post may change as services and strategic priorities develop and it is expected that the post holder will recognise this, and adopt a flexible approach to work and skills development. The duties and responsibilities of the position include, but are not restricted to, the following:

Management & Leadership

- As a member of the Library Senior Management Team, contribute to the overall strategic management and leadership of DCU Library
- Lead, manage and develop the Collections & Digital Services Directorate, including the internal management of teams providing expertise in areas of content acquisition, preparation, description, licencing, access, discoverability, digital services and collection management.

Collections & Content

- Manage and oversee relevant collection development through promotion, engagement and partnership with the Research & Teaching directorate, ensuring relevance and currency according to evolving user needs.
- Scope and progress a programme of retrospective cataloguing and other project works.
- Negotiate and implement licencing agreements for online resources, advising on their application.
- Manage and develop collection storage and management both on and offsite to maximise visibility and accessibility of relevant content based on format and demand.

Digital Services

- Guide the development of the LSP towards maturity and the identification of future Library ICT infrastructure alignment.
- Manage the ongoing development and periodic review of digital platforms and services to ensure excellent end user experience and accessibility of content.
- Lead relationship and stakeholder management within the Library and the University with regard to systems support and integration with other University systems.

Financial Management

- Overall responsibility for the Library's print collections, electronic resources, and systems budgets to ensure they are utilised efficiently and effectively.
- Leverage additional value for money purchasing through participation in relevant consortia such as IReL.

Strategy & Policy Development

- Lead on the articulation of a collection development strategy in line with Library and University strategic priorities and ambitions.
- Steer the ongoing review and development of policies relating to acquisitions, cataloguing, and content management.

Advocacy

- Progress and develop open scholarship and access initiatives in particular as a member of key national consortia such as IReL.
- Guide stakeholder management with content providers, suppliers; publishers and appropriate organisations, including national and sectoral consortia.
- Represent the Library on key committees within and beyond the University.

Key linkages

The post holder will be required to develop and maintain key linkages across the Library and University. In particular, this includes the Research & Teaching, and Special Collections & Archives Directorates in DCU Library and ISS in the University.

Externally they will develop professional links, represent the library on groups such as IUA and CONUL, and engage with external networks.

Qualifications and Experience

The successful candidate will have:

- A degree and a recognised professional qualification in Librarianship.
- Proven track record of strategic leadership and operational management in a large academic library or equivalent.
- Proven ability to motivate, lead and develop staff, and directing staff through periods of change.
- Significant and substantial experience of planning, managing and delivering collection management services such as acquisitions, cataloguing, digital discovery or equivalent, including the development of policies and procedures.

They will also be able to demonstrate the following:

- The ability to communicate a vision for developing academic content management activities (including open scholarship) and to translate that vision into action.
- An appreciation of the importance of access to information resources in an academic environment and issues and challenges affecting access and publishing.
- An understanding of the potential and opportunities afforded by new technology.
- Ability to manage significant projects.
- Ability to navigate within an academic environment with competing demands and priorities on Library collections.
- Excellent interpersonal skills, especially in relation to delegation, supervision, negotiation, and mentoring.
- Excellent communication, written and presentation skills.
- A clear customer focus and commitment to quality improvement.