Head, Scholarly Communication

Applications are invited for appointment as Head, Scholarly Communication in Li Ka Shing Library, Singapore Management University.

We are seeking an enthusiastic, innovative and experienced professional to manage Scholarly Communication section which includes SMU Institutional Repository, research data services, oral history, research publications system, SMU archives, photographs and support for research activities.

The position holder is expected to implement policies and strategies to collect, organize, describe and distribute the intellectual assets of the University, which includes faculty and student works and the historical and administrative records of the university in all formats (print, electronic, photos, audios and videos, physical objects, etc).

Minimum Requirements

- Master’s level degree in either library science, information science, knowledge management or equivalent discipline
- Experience with or knowledge of scholarly communication, open access movement, copyright, research publications management systems, digital repositories, course management systems, electronic publishing systems.
- At least five years’ experience in a library management function, and project leadership and development or equivalent
- Academic experience, especially in working with faculty
- Must possess the ability to convey technical concepts in understandable ways to non-technical staff, faculty, and students

Preferred Skills/Experiences

- Demonstrated ability to think strategically and conceptually and to communicate ideas clearly and persuasively to others.
- Demonstrated ability to work effectively as a member of a multidisciplinary team
- Excellent organizational, interpersonal and communication skills
- Strategic orientation with strong project management leadership and skills
- Proven experience with and knowledge of metadata standards and taxonomies
- Familiarity with scholars’ needs and use of digital content and services
- Knowledge of usability studies, copyright issues and writing requirements for digital projects

Responsibilities

- Leading the integration of the SMU Repository with other University repository and research management systems
- Managing research support projects, including budgets and documentation as required.
- Developing and implementing policies regarding management of SMU’s research publications.
- Build awareness among SMU faculty and postgraduate students of publisher copyright permissions and SMU’s Intellectual Property policy
- Leading the development of research data management services.
• Developing and implementing training in data management for HDR students and academic staff in partnership with the Head, Learning Services and Head, Information Services.
• Develop and implement advocacy and training programs in copyright management, use of creative commons licences and open access dissemination of research in partnership with the University’ Legal Office and other research support stakeholders.
• Research and maintain awareness and develop in-depth knowledge of new technology, relevant national standards and best practices, assessing and integrating these into library practices for best results as appropriate.
• Provide advice on reports on publication output of the University eg. to school administrators for accreditation purposes (AACSB and EQUIS) and quality assessment efforts
• Coordinate work on citation counting and, reporting of research publication output with the Office of Research and the Office of Strategic Planning
• Lead oral history initiatives at SMU to build a rich collection of insights and ideas on various topics on interest and importance
• Explore and undertake efforts to collaborate with external publishers such as ecch and ProQuest and leverage external harvesters such as OAIster and OpenDOAR to disseminate SMU intellectual works
• Assist the University Librarian in driving the library’s strategy and goals (as member of LOFT – Library Open Futures Team)

How to Apply
Interested applicants, please email your resumes with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants’ responses to the selection criteria. Only short-listed candidates will be contacted.