SINGAPORE
MANAGEMENT
UNIVERSITY

JOB DESCRIPTION

Name	
Job Title	Senior Librarian
Job Grade	
Department	SMU Libraries
Reports To (Job Title)	Head, Instruction and Learning

Job Title: Senior Librarian

SUMMARY

Summarise in one statement why this job exists and the contribution it makes to the overall business of the Company.

SMU Libraries seeks a collaborative, proactive, and knowledgeable professional for the role of Librarian/Senior Librarian to who will be part of the Instruction and Learning Team to partner relevant stakeholders for course-integrated instruction and out-of-classroom learning. The position holder will also provide specialized knowledge synthesis support to faculty and students across Social Sciences disciplines including psychology, sociology and political science.

Librarians/Senior Librarians work across teams within the Libraries to contribute to the development of a range of services designed to deliver instructional and learning programmes, increase research visibility, and facilitate access to resources. This includes collaborating with other librarians, faculty, and across the University to develop and teach information and digital literacy programmes and metaliteracies that contribute to academic and learning success, provide research support and advice, build, and manage collections, and conduct advocacy and outreach activities and programmes through engagement.

The position holder is expected to actively contribute to innovative initiatives as well as lead and/or serve as a member of taskforces, project teams or committees.

SCOPE
Indicate the financial statistics, staff, volume, controllable budget, etc. for this job.

The position holder will possess current knowledge and understanding of the importance and practice of Instruction and Learning to align, connect and partner with the SMU community and key stakeholders to provide services that contribute to their academic and learning success focusing on:

1) Instruction (Course-Integrated)
● Foster information and data literacy skills development and awareness of the value of these skills for career readiness among undergraduates and professional postgraduate students through:
   o Working with librarians, faculty, and departments to integrate information, digital, data, methodological and synthesis literacies into courses and teaching
   o Leading the collaborative design, delivery, and evaluation of a comprehensive range of literacies services for the community. This will include workshops on metaliteracies including AI literacy and supporting skill development in digital scholarship tools and research methods.
● Provide interventions in the student research cycle e.g. research strategies, evaluating sources, reference services, research consultations, reference management etc.
● Review and conduct assessment of instructional programmes as part of continuous improvement and creating meaningful impact.

2) Learning (Out-of-Classroom Learning)

● Design, develop and deliver out-of-classroom learning programmes for the SMU community e.g. Skill Myself Up Library Workshops, focusing on lifelong learning and workplace literacy skills.
● Conduct training needs assessment to develop community-focused training programs and learning activities.
● Raise the SMU Libraries brand by partnering with stakeholders of strategic influence to curate events, exhibitions and displays, and activities that foster discovery, creativity, and collaboration.

3) Academic Success
● Empower information and knowledge discovery by managing collections and resources that support curricular and co-curricular programmes.
● Support co-curricular programmes in the SMU Holistic Student Development Framework through programming and outreach with SOCIs.
● Impart skills that contribute to the Graduate Student Learning Outcomes

They will be flexible, proactive, innovative, and appreciate a dynamic team environment. They must also be prepared to contribute to Library-wide initiatives. Excellent written and verbal communication skills are required.

PRINCIPAL ACCOUNTABILITIES
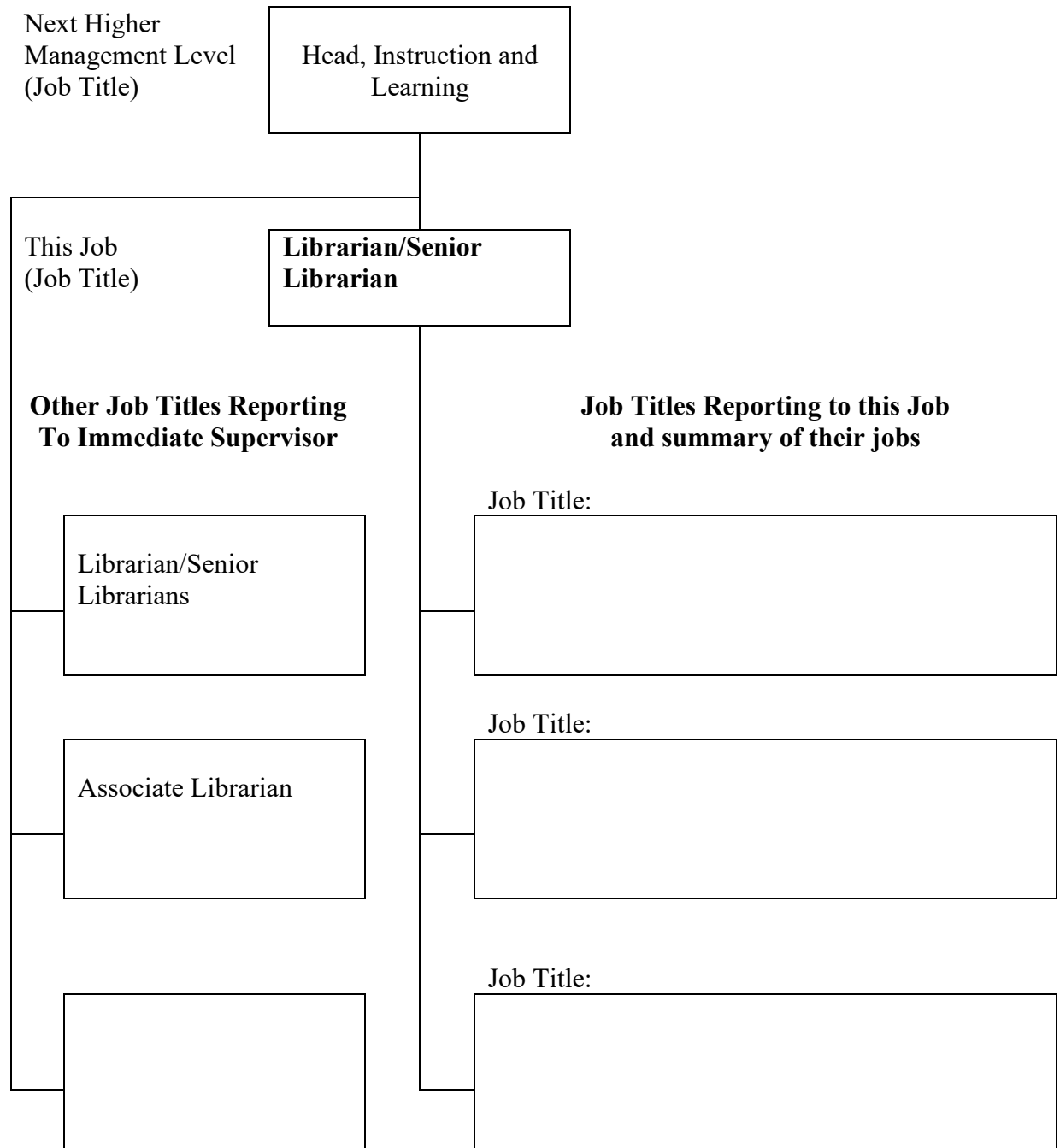*Describe the principal accountabilities of this job.*

1. Align, connect, and partner with the SMU community and key stakeholders to provide services focusing on Instruction (Course-Integrated) and Learning (Out-of-Classroom Learning).

2. Create, coordinate, and conduct formal learning opportunities (e.g., workshops, talks, etc.) in collaboration with faculty to grow students' information, data and digital literacy capabilities. Leverage on metaliteracies to encourage the use of a variety of new and emerging technologies.

3. Work with Head (Instruction & Learning) and team members to develop strategies for embedding appropriate literacies into student learning across the university.

4. Lead comprehensive evaluation and assessment in information literacy instruction, and broader assessment efforts in student learning and academic success with stakeholders within and outside SMU Libraries.

5. Collaborate with library and campus partners in the design, development, and integration of effective and high-quality learning materials that support instruction, information literacy skills, and the use of library resources and services.

6. Provide interventions in the student research cycle e.g., research strategies, evaluating sources, reference services, research consultations, reference management etc.

7. Develop and lead student engagement and outreach library services and strategies in collaboration with library colleagues and university partners to support and advance student success initiatives.

8. Design and execute comprehensive literature search strategies for systematic reviews, meta-analyses, scoping reviews, and evidence mapping projects.

9. Conduct workshops and individual consultations on evidence synthesis methods and best practices

10. Collaborate as co-investigator or team member on research projects requiring evidence synthesis methodologies.

11. Provide expert guidance on systematic review methodologies, including PRISMA guidelines, Cochrane standards, Covidence and discipline-specific frameworks

12. Support qualitative and quantitative research through statistical and data analysis tools such as R, Python, Stata, SPSS, and Tableau. Knowledge of computational social science would be an advantage.

13. Develop and maintain expertise in grey literature identification and non-traditional knowledge sources relevant to Social Sciences.

14. Serve as liaison librarian to one or more academic departments/programs, modeling best practices and performing all the duties and functions of a liaison librarian, including collection development, instruction, and outreach.

15. Attend School and University-wide events and programmes to network and champion the Libraries.

16. Lead and/or participate in Libraries-wide initiatives and projects and collaborate with colleagues internal and external to the Libraries.

17. Engage in continuous, self-reflective professional development. Participate in professional activities relating to librarianship. Contribute to the profession and beyond through writing and presenting in a variety of contexts.

18. Maintain current awareness of trends in libraries and higher education and serve as a resource for other library staff regarding library and educational pedagogy.

Job Title: Senior Librarian

ORGANISATION CHART

Please state all others reporting to the immediate Supervisor of this job. Please also state the direct reports of this job and the summary of these jobs.

Next Higher
Management Level
(Job Title)

Head, Instruction and Learning

This Job
(Job Title)

Librarian/Senior Librarian

**Other Job Titles Reporting
To Immediate Supervisor**

**Job Titles Reporting to this Job
and summary of their jobs**

Librarian/Senior Librarians

Job Title:

Associate Librarian

Job Title:

Job Title:

Job Title: Senior Librarian

CRITICAL SKILLS AND JOB COMPLEXITY

Knowledge and Skills

Describe the knowledge and skills necessary to perform this job.

1. Master's degree in library and information science from a recognized university with a minimum of two years' working experience in an academic library.
2. Proven ability to design, deliver and assess information and digital literacy programmes and instruction for individuals and groups at various levels.
3. Proven experience supporting systematic reviews or evidence synthesis projects.
4. Demonstrated knowledge of Social Sciences databases such as PsycINFO, Sociological Abstracts, ERIC, ICPSR, etc.)
5. Experience with citation management software and systematic review platforms
6. Understanding of research methodologies and statistical concepts in Social Sciences
7. Understanding of pedagogical and learning methodologies and principles.
8. Experience with data analysis packages e.g., statistical packages and survey analysis packages is advantageous.
9. Proven ability to continuously innovate services and processes, particularly using current and emerging technologies.
10. Demonstrated ability to initiate and build collaborative relationships with stakeholders, particularly faculty and students.
11. Strong customer service orientation.
12. Excellent communication (verbal and written) and facilitation/teaching skills.
13. Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.
14. Personal strengths should include critical thinking, interest in innovation, and flexibility with the ability to work in a team with minimum supervision.

Contact

Describe the purpose and nature of the main internal and external contacts (other than with the immediate Supervisor and Subordinates) necessary to perform this job.

(a)   Internal contacts:

SMU students, faculty, and staff to design and meet their information needs and inform them of library programs, services, and resources.

(b)   External contacts:

External members of the library (e.g., alumni) to meet their information needs. External members of the library community to provide a presence for SMU and for networking and benchmarking opportunities.

Decision Making

Describe the type of decisions made alone, those on which the Supervisor must be consulted, those referred to a higher level, and job procedures to be followed.

Decisions made on his/her own:
- Answering research/information enquiries
- Collection purchases/renewals as per the library policy
- Developing and coordinating learning and information services

Those which supervisors must be consulted:
- Changes in workflow processes
- Setting up new initiatives/projects
- Budgetary matters

Those referred to higher authority:
- Licenses and contracts
- Changes to policies

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Problem Solving

Describe the most difficult and complex parts of this job and other significant features not covered elsewhere.

- Positioning SMU Libraries as a strategic catalyst amongst other similar departments on campus.
- Upholding library policies and articulate them in challenging situations to protect the interests of the University.
- Facing challenging customers and handling different requests with discretion and sensitivity and exercising judgment within a strong user focused environment.
- Being flexible and handling changing work processes, priorities, and policies.

GENERAL

Describe anything else of significance about this job or the environment in which this job functions, which is not covered in this description.

Candidate must be creative, adaptive, and curious in wanting to learn and grow within the SMU Community. Balancing the demands of a fast-changing University community especially the research and teaching needs of individual faculty and the learning and information needs of students.

Candidate must be a self-starter, energetic, willing to take risks, and interested in issues facing libraries and higher education.

Signature of Job Holder		Date	

For Official Use:

Approved by HR	
Date	
Approved by HOD	
Date	

SK/C/JD/JD Form-Amended2/21Mar02