

JOB DESCRIPTION

Name	
Job Title	Head, Law Library
Job Grade	Associate Director
Department	SMU Libraries
Reports To (Job Title)	University Librarian
<p><u>SUMMARY</u> <i>Summarise in one statement why this job exists and the contribution it makes to the overall business of the Company.</i></p> <p>This is a senior position responsible for leading the Kwa Geok Choo Law Library services. The position holder will coordinate research, information and learning support services to the School of Law as well as the entire Singapore Management University community in a team environment. The Kwa Geok Choo Law Library is expected to provide services from its new building from early 2017. It will be a customer service point (branch library) of SMU Libraries with all necessary infrastructure and support provided centrally.</p> <p>The appointee, as a member of SMU Libraries' Planning Team will contribute to the overall strategic direction and management of the Library, as well as developing and delivering strategy, planning, policy and services for the Library's research, information, learning and teaching support in a technology-rich environment.</p>	
<p><u>SCOPE</u> <i>Indicate the financial statistics, staff, volume, controllable budget, etc for this job</i></p> <p>The position holder is expected to provide leadership in the initiation, implementation and review of library policies and programs, specifically in the areas of learning, research and information services to support scholarly research and the law curriculum and related programs for the School of Law. He/She will lead the Law Library building project to ensure the project is completed according to the project plan.</p> <p>The position holder will be required to support the teaching, learning and research needs of the School of Law and relevant administrative units as the leader of the Law Library team.</p> <p>Members of the Law Library team are responsible for being the first point of contact for all enquiries for the School of Law and affiliated areas and to liaise with the faculty and the students to ensure effective and pro-active two way communication. The successful appointee will engage with faculty, students and staff by providing expert assistance in locating information through structured consultations, develop and maintain communication links to promote and market the Library's services. He/she will also assist customers with acquiring, discovering and accessing a range of information resources as well as designing and delivering a variety of information literacy programmes.</p>	

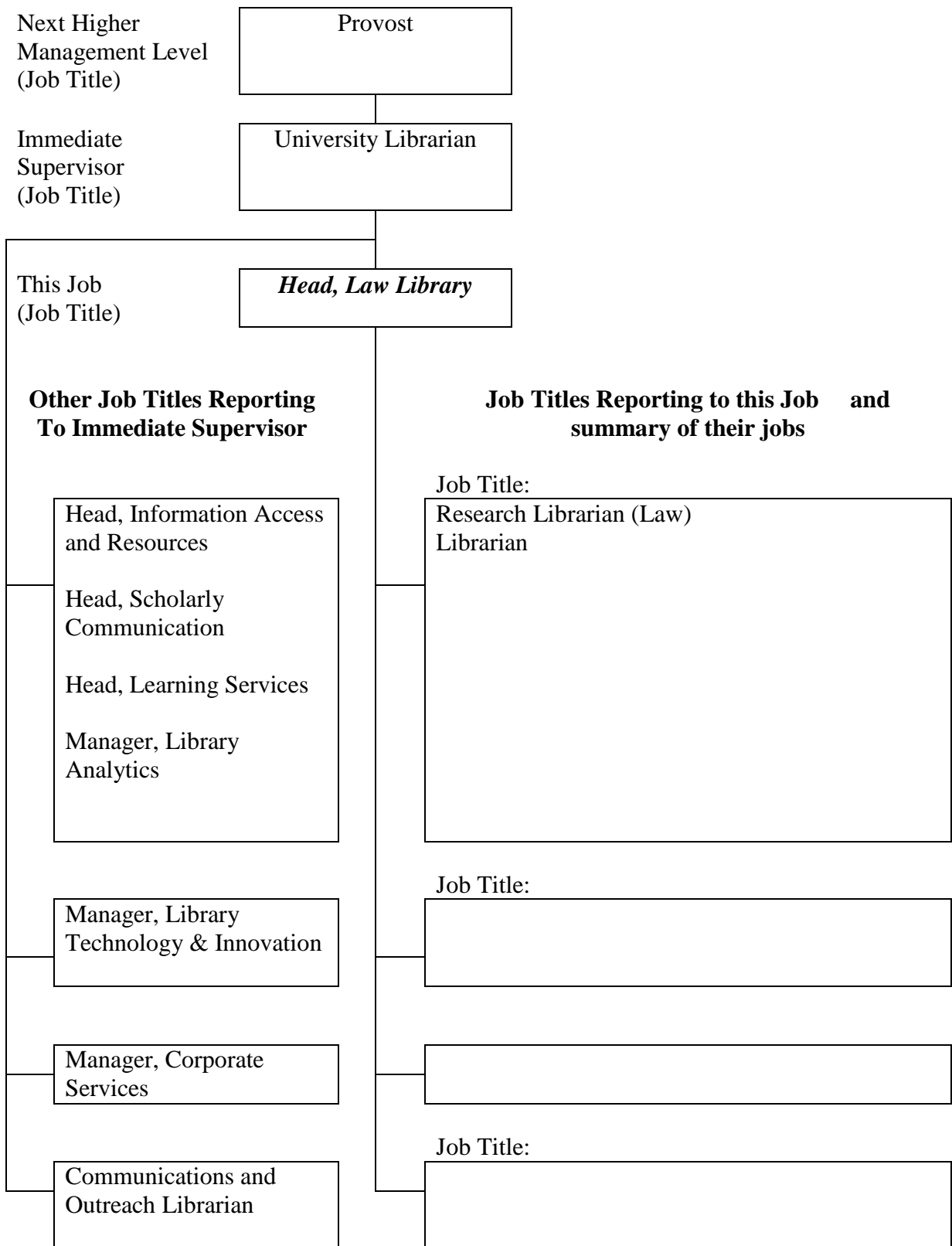
PRINCIPAL ACCOUNTABILITIES

Describe the principal accountabilities of this job.

1. Lead the Law Library team as part of the larger SMU Libraries' team in the initiation, implementation and review of library services, programs and policies, specifically in the areas of learning, research and information to support scholarly research and the law curriculum and related programs for the School of Law.
2. Develop library priorities, programs, policies and procedures, to anticipate and meet the information and service needs of School of Law as part of SMU Libraries' strategic goals.
3. Recommend and implement new and innovative technologies, service models and practices to improve services for customer focused, effective and efficient outcomes in collaboration with others across the Library and beyond
4. Provide library orientation, information literacy, information services and research consultancy to the SMU community
5. Coordinate development and management of and access to collections in relevant subject areas
6. Work as a member of the team to regularly assess, revamp and enhance library programmes and services for the SMU community
7. Provide strategic leadership in the development, management and delivery of library services, in particular by making active and professional contribution to Library Planning Team (LPT) and Library's strategic planning process and outcomes
8. Lead and/or participate in library wide initiatives and projects
9. Contribute to /collaborate with various academic, administrative and professional organisations and activities, within and outside the University, ensuring the Library is positioned centrally in the core business of the University, in particular:
 - a. Maintain dialogue with various department heads, vendors, other libraries and relevant organisations on Library issues
 - b. Represent the Library at official University activities and functions
 - c. Contribute to the professional literature by writing and giving papers and undertaking research

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.



CRITICAL SKILLS AND JOB COMPLEXITY

Knowledge and Skills

Describe the knowledge and skills necessary to perform this job.

- Master's level degree in either library science, information science, knowledge management or equivalent discipline
- Degree or diploma in law or related subject area
- Appreciation for the changing roles of libraries in the information community and the creativity to adapt the library to new needs of students, faculty, administrators, alums and the broader community.
- At least five years' experience in a library management function, project leadership and development or equivalent
- Demonstrated ability to think strategically and conceptually and to communicate ideas clearly and persuasively to others.
- Demonstrated ability to lead and mentor a team of professional staff and to work collaboratively in a senior team
- Excellent organizational, interpersonal and communication skills
- Strategic orientation with strong project management leadership and skills
- Academic experience, especially in working with faculty and familiarity with different user needs
- Flexibility and adaptability – the ability to function under conditions of continuous change
- Ability to facilitate participative decision-making and resolve conflict
- Knowledge of and experience in library marketing and promotion trends and activities
- Ability to participate effectively and co-operatively in the wider affairs of the University

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 anticipate their teaching, research and learning needs and inform them of library programs, services and resources. Network and foster relationships that benefit the library and SMU.

(b) External contacts:

- Alumni of SMU
- Library vendors and service providers
- External members of the library community to provide a presence for SMU and for networking and benchmarking opportunities
- External agencies for outsourced services and financial support

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:

- Mentoring, coaching, development and deployment of staff
- Development and delivery of learning and information programmes
- Resource allocation
- Opportunities to promote information services

Those referred to higher authority:

Decisions on which the Supervisor must be consulted

- Budget planning and allocation
- Major purchases
- Major changes to policy and standards
- Legal matters, such as copyright, contractual agreements
- Staffing issues

Problem Solving

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

- Alignment of library's strategic goals with SMU's strategic goals and initiatives
- Negotiating with both internal and external stakeholders best outcomes for SMU
- Coordinating the development of library collections for both print and electronic resources and finding the balance between owning and accessing materials
- Balancing the demands of a growing and changing University community especially the research needs of individual faculty and the learning needs of students.
- Development and review of new models of library services to match the needs and requirements of the SMU community

GENERAL

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

Person must be customer focused, people oriented, a self-starter, energetic, willing to take risks, interested and knowledgeable in issues facing libraries and higher education and passionate about the provision of quality learning and information services to different user groups.

Signature of Job Holder		Date	
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For Official Use:

Approved by HR	
Date	
Approved by HOD	
Date	