

**COUNCIL OF ONTARIO UNIVERSITIES
POSITION DESCRIPTION**

Position Title	Assistant Director, Collaborative Initiatives
Department	OCUL (Ontario Council of University Libraries)
Immediate Supervisor's Title	OCUL Executive Director
Reports to	OCUL Executive Director

Position Summary

Reporting to the Executive Director and guided by the Ontario Council of University Libraries (OCUL's) mission and priority outcomes for collaboration, the Assistant Director, Collaborative Initiatives works closely with librarians and staff across the consortia to providing leadership in the management, operation, and ongoing enhancement of Omni, OCUL's instance of Ex Libris's Alma and Primo shared library services platform, including the Network Zone.

This position works closely with participating OCUL libraries and vendors to provide high-level oversight and coordination for both governance and operations focused committees, working groups and task forces in planning, developing, managing, and sustaining all aspects of Omni and other related collaborative initiatives within OCUL.

This position works with librarians and staff across the consortia to share information and build collective knowledge and expertise within OCUL needed to strategically manage a shared library services platform and related services and to pursue new opportunities within a rapidly changing global knowledge management landscape.

Duties and Responsibilities

Leadership and coordination for OCUL Collaborative Futures and Omni

- In coordination with the Executive Director, provide leadership and ongoing support for OCUL's Collaborative Futures initiative and Omni shared library services platform
- Provide administrative and operational support to Collaborative Futures Directors, the Collaborative Futures Operations Team and the Collaborative Futures Steering Committee in the governance and operational management of Collaborative Futures and Omni
- Provide oversight and coordination for all Collaborative Futures subcommittees, working groups, and task forces, calling upon the assistance of the Omni Network Zone and Technology Coordinator, Administration and Communications Coordinator, and the Administrative Assistant as needed

- Work closely with participating libraries, vendors, OCUL staff, and Collaborative Futures subcommittees, working groups, and task forces to plan, coordinate, develop, and sustain all aspects of Collaborative Futures and Omni
- Work closely with Collaborative Futures subcommittees, working groups, and task forces to facilitate the development of policies and procedures in support of priority collaboration outcomes
- Provide ongoing assessment, and identify potential improvements, efficiencies and new areas of development for Collaborative Futures and Omni
- Maintain up-to-date terms of reference for Collaborative Futures groups and update group memberships as needed, encouraging and facilitating broad participation of OCUL library staff on subcommittees, working groups, and task forces

Leadership and support for OCUL's shared initiatives

- In coordination with the Executive Director, provide leadership and ongoing support for new and existing shared initiatives and projects undertaken by OCUL
- Provide oversight and coordination for OCUL committees, communities of practice, working groups, and task forces as required
- Seek opportunities to improve shared infrastructure and services for existing and emerging initiatives
- Work with OCUL leadership to provide opportunities for library staff in member libraries to participate in OCUL's shared initiatives and projects
- Create opportunities for the exchange of information and ideas pertaining to particular services and areas of expertise
- Provide policy-level analysis and recommendations to the Executive Director, OCUL Directors and other group as appropriate

Project Management

- Provide oversight and coordination for OCUL projects as required, working within established project governance processes, support and facilitate the work of project groups
- Clearly articulate project goals and objectives to team members and stakeholders and facilitate adherence to them in a timely, effective manner

Documentation and Communication

- Collaborate with the Executive Director and the Administration and Communications Coordinator to provide effective communication and messaging between participating libraries, vendors, OCUL staff, and OCUL committees, communities, working groups, and task forces
- Maintain clear, accurate and current documentation related to Collaborative Futures and other OCUL shared collaborative initiatives on the OCUL website and other OCUL document management and communications tools and platforms seeking input from the CF Steering Committee and appropriate subcommittees and working groups
- Prepare reports and make presentations to OCUL directors and groups, participating libraries, and external audiences, to support and promote OCUL's collaborative initiatives.

Job Complexities

Choice of Action

- Incumbent will have significant leeway for independent investigation, judgement, and decision-making.
- Incumbent must be capable of independent, self-initiated action with minimum supervision and high level of accuracy and quality of work.
- Incumbent must exercise discretion and sound judgement, especially when dealing with confidential and sensitive data or information.
- Incumbent will have a significant role in developing and recommending strategic directions for OCUL operations and services.

Consequence of Error

- Impact of decision-making and the consequence of error are chiefly operational and reputational in nature. In both cases, the impact and consequence may be serious.
- Decisions and errors made may have a critical impact on OCUL operations and services.
- Decisions and errors made may have a critical impact on OCUL's reputation.
- Decisions and errors made may have a critical impact on OCUL services at member libraries and library services to university students, staff, and faculty.

Difficulty

- Incumbent must have a high-level of proficiency in library organizational design and management.
- Incumbent must have superior analytical/creative/critical thinking skills to understand and determine solutions to complex problems.
- Incumbent must be able to understand the significant impact on decision-making and consequence of error on consortial and individual library services.
- Incumbent must have a high-level of interpersonal and soft skills to work with numerous individuals, groups, and stakeholders.

Contacts

- Frequent contact with OCUL Executive Director for input on medium- and high-impact decision-making.
- Frequent contact with unit staff to coordinate operations, documentation, governance, training, communication, and troubleshooting.
- Regular contact with member library faculty and staff, Directors, and vendor staff for technology implementation, enhancement, and troubleshooting operations.

Supervision Received

- General direction from the Executive Director and the Chair of the Collaborative Futures Steering Committee/Board of Directors.
- Incumbent is expected to function effectively with minimum direction and supervision, both of which may be provided in general rather than with specificity.

Supervision Exercised

- Number of employees supervised: # Directly__0__ # Indirectly__1__
- Positions(titles) supervised: __Omni Network Zone and Technology Specialist__

Working Environment

Working Conditions

- Fast-paced environment with significant demands.
- Nature and importance of work requires flexibility and responsiveness to situations where priorities and deadlines often change.
- Standard office environment. There may be some travel needed to conferences, meetings, and the organization's headquarters in Toronto.

Equipment Used

- General office equipment: Computer, telephone, and printer. A significant amount of the employee's time (>75%) will be spent using a computer.

Qualifications Required

Formal Education

- Master's degree in library science or information studies, or equivalent years of experience in an academic library environment.

Experience/skills

- Minimum 2 of years' experience coordinating and managing library initiatives and services
- Demonstrated knowledge of academic libraries and their users, and a well-developed understanding of decision-making processes in library consortia.
- Leadership experience in a library consortium or other collaborative ventures.
- Significant experience working with library faculty and staff, library vendors, and other stakeholders.
- Strong organisational and planning skills combined with solid decision making and prioritization skills
- Demonstrated project management skills.
- Superior verbal communication skills, coupled with maturity, discretion, and tact that enable the employee to exercise diplomacy when dealing with OCUL members and outside agencies.
- Excellent documentation and records management skills.
- Team player with demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact, and good judgement.
- Advanced level of computer and internet literacy.
- Experience with a consortial deployment of Alma/Primo VE with a shared network zone is an asset.
- Proficient at using office productivity and web publishing tools.
- High level of initiative. Demonstrated ability to recognize and anticipate what needs to be done.
- Demonstrated strong analytical skills; especially ability to analyze data and synthesize recommendations.

- Confident, clear and articulate English-language communication skills with excellent writing and presentation skills.
- Superior customer relationship management skills. Ability to maintain effective working relationships across multiple and diverse organizations, and across levels within organizations from specialist to executive level.
- Ability to travel on occasion when required.