



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.: 283001</b>
<b>SCHOOL/OFFICE:</b> <b>MICHAEL SOMARE LIBRARY</b>	<b>CLASSIFICATION:</b>
<b>DIVISION/STRAND:</b> (insert name here)	<b>POSITION TITLE: UNIVERSITY LIBRARIAN</b>
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> <b>PRO VICE CHANCELLOR (ASA)</b>
<b>SECTION:</b> <b>ADMINISTRATION</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>LOCATION:</b> <b>WAIGANI CAMPUS</b>	

#### **ROLES AND RESPONSIBILITIES OF POSITION**

**PURPOSE:** (overall description of the function of this position)

1. The University Librarian is the professional leader and the administrative head of the University Library which includes both Michael Somare Library and the Medical Library. As the senior administrator of the University Library, the incumbent will be expected to plan, implement, oversee, direct and provide leadership in all the different areas of responsibility, function and service to the University and the community.
2. Responsible for the management and provision of library and information services that meets: (a) the current academic and research needs of staff and students of the UPNG, (b) anticipates future needs and (c) facilitates for library development.

**ACCOUNTABILITIES** (overall description of the responsibilities of this position such as financial delegations of supervising staff).

1. Responsible for taking a leading role in planning, coordinating, implementing, directing and reporting for all library programs and activities.
2. Responsible for the management and maintenance of all the resources of the Library including: information, finance/budget, Human Resources, assets – equipment, furniture and all other items listed in the University expenditure votes.

**MAJOR DUTIES** (list the main tasks of this position, e.g., provide technical advice or manage an area)

1. Liaise with all Section Heads and prepare annual Management plans and long term development plans (3-5 years) of the Library which facilitates for efficiency in service delivery and promotes library development.
2. Oversee the planning and implementation of work programs in all the following sections of the library: (a) Library Administration (b) Acquisitions (c) Cataloguing (d) Reader Services (e) Periodicals (f) Law Collection (g) New Guinea Collection, and (h) the Medical Library.

3. Liaise with all Section Heads and budget for all library resource needs, identify suitable suppliers and purchase the budgeted items using cost effective methods.
4. Assist the Acquisitions Librarian to acquire all the resource requirements of the library. This is to be done in consultation with the Academics, Section Heads and Suppliers. Reference must also be made to the University course handbook for relevance of information resources.
5. Ensure that all procurement activities of the library comply with relevant legal or University finance requirements.
6. Liaise with Suppliers and also libraries both locally and internationally to identify relevant resources that would add academic value to the library stock.
7. Identify, plan and implement projects that would have a positive impact on improving library development.
8. Direct Section Heads to effectively apply the Integrated Library Management System to achieve the following: (a) effectively perform data entry, (b) manage the operations and (c) enable convenient and simple generation of required statistics and reports.
9. Effectively manage the Human resource functions of the Section: recruitment, services delivery, staff development, and staff welfare to ensure that: (a) the quantity and quality of services is at the expected level, (b) staff job satisfaction is achieved; and (c) succession planning is effective.
10. Liaise with all Section Heads and conduct regular Section Head meetings to monitor, control and direct library operations so that all objectives are achieved.
11. Monitor user education activities of the library and ensure that students and Staff can confidently and competently locate needed information and make maximum use of the collection.
12. Constantly analyse the operations in the library and assess the following: quality and quantity of output, incidences and issues, then review/revise and improve: procedures, policies and processes to ensure that they: (a) are relevant, (b) promote efficiency in service delivery, (c) contribute to user satisfaction, and (d) improve library standards.
13. Promote awareness of Library resources and services locally and internationally to achieve the following purpose: (a) easy identification and acquisition of information resources, (b) effective dissemination and utilisation.
14. Prepare quarterly and annual operational reports and submit to the Pro Vice Chancellor (ASA) for consolidation to the University report.
15. Maintain effective dialogue and coordination with Pro Vice Chancellor (ASA), the Academics, Section Heads and staff to promote teamwork and contribute to effective library management and development.
16. Contribute to library and information industry development by co-ordinating and also participating in: the training of young professionals who are on field work and job attachment; workshops, conferences and professional group meetings and events, etc.
17. Represent and promote the interests and image of the Library and UPNG both nation-wide and internationally.
18. Provide administrative support to various University Committees where the Librarian is a committee member, e.g. University Non Academic Staffing Committee; University Senate etc.
19. Undertake any other duties related to and consistent with providing library and information services as required by the University Senior Executive Officers.

## **SELECTION CRITERIA**

### **TRAINING LEVEL OR QUALIFICATIONS**

(identify the mandatory or desirable qualifications or training level required for this position. Refer to the Position Classification Standards in the Staff Handbook)

The appointee must possess at least the minimum qualification: a Bachelor degree in Library and Information Studies or equivalent. Preferred as the ideal is a Masters Degree in Library and information Studies or equivalent. Skills in Business Management is desirable.

### **EXPERIENCE, KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES**

(list the specific knowledge, skills, personal qualities e.g., demonstrated ability to supervise staff and personal attributes, e.g., self-motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Must have minimum: 5 years' work experience in an academic library or similar institution.
2. Proven managerial skills and experience, with the ability to plan and initiate change and library development.
3. Skills and experience in financial or business management would be an advantage.
4. Possession of appropriate computer skills to competently perform online information storage and retrieval activities; and use database management applications. Knowledge of academic database management information systems e.g. LIBSYS and Liberty would be an advantage.
5. Must have sound knowledge in library and applied research, and the ability to confidently and effectively assist Academics, Researchers, and Section Heads.
6. Must have good leadership skills, and knowledge of project and strategic management.
7. Ability to comprehend complex ideas, manage debate and achieve consensus.
8. Must have high analytical skills for: effective decision making, problem solving, policy formulation and reviews.
9. Must have: (a) a high level of integrity and honesty, (b) a good sense of responsibility and (c) and a proven good track record.
10. Must have the ability to command respect and co-operation from colleagues and subordinates.
11. Must be able to communicate effectively in English in different situations and for both within and outside the University.
12. Must be able to easily and confidently relate with – University Senior Executive Officers, colleagues, students, Academics and Researchers.
13. Prepared to work long hours or take on extra duties when required.
14. Must be self-motivated, innovative, have a positive attitude to change and achieving set goals and objectives, and library development.
15. Must be willing and able to mentor, train staff and young professionals or students on the job.
16. Must have the ability to comprehend complex ideas, manage debate and achieve a consensus, while respecting others people's views.

- 17. Must have the interest and ability to promote on the job learning and training; and career development of staff
- 18. Must be able to understand the UPNG Code of Conduct, and apply good work ethics, to achieve desired output.

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**HISTORY OF POSITION - (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>