



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283002
SCHOOL/OFFICE:	CLASSIFICATION:
DIVISION/STRAND:	POSITION TITLE: Deputy Librarian
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION:	

ROLES AND RESPONSIBILITIES OF POSITION

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

The Deputy Librarian is a key leadership position responsible for assisting the University Chief Librarian in managing and enhancing the operations and services of a modern library. This role involves overseeing library resources, supervising staff, implementing innovative strategies, and promoting an inclusive and engaging environment for library patrons. The Deputy Librarian actively contributes to the development and execution of library policies, coordinates collection management activities, and collaborates with other departments to ensure the smooth functioning of the library.

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

- 1) Assist the University Chief Librarian in planning, organizing, and executing library services and programs to meet the needs of diverse library users.
- 2) Supervise library staff, including librarians, technicians, and support personnel, providing guidance, training, and performance evaluations.
- 3) Collaborate with the University Chief Librarian in formulating and implementing library policies and procedures, ensuring compliance with relevant regulations and standards.
- 4) Oversee the development and management of library collections, including acquisition, cataloguing, classification, and maintenance of physical and digital resources.
- 5) Stay updated on emerging trends and technologies in library and information sciences, recommending and implementing innovative approaches to enhance library services.
- 6) Foster an inclusive and welcoming environment for library users, promoting diversity, equity, and accessibility in library programs and services.
- 7) Plan and conduct library outreach initiatives, including workshops, seminars, and promotional activities, to engage with the community and attract new library users.
- 8) Collaborate with academic departments, Schools, and students to support research and information literacy initiatives.
- 9) Manage the library's budget, monitoring expenditures and identifying cost-effective solutions to optimize resource allocation.
- 10) Oversee the implementation and maintenance of library management systems and technologies, ensuring their effective functioning and user support.

- 11) Stay informed about copyright laws, intellectual property rights, and licensing agreements related to library resources, and ensure compliance.
- 12) Conduct regular assessment and evaluation of library services, facilities, and programs to identify areas for improvement and implement necessary changes.

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

- 1) Assist the University Chief Librarian in developing and implementing library policies, programs, and services to meet the evolving needs of library users.
- 2) Supervise library staff, providing guidance, training, and support to ensure efficient and effective operations.
- 3) Collaborate with the University Chief Librarian to maintain a diverse and inclusive library environment that promotes accessibility and engages with the community.
- 4) Manage the library's collections, overseeing acquisition, cataloguing, classification, and maintenance of physical and digital resources.
- 5) Stay updated on emerging trends and technologies in library and information sciences, recommending and implementing innovative approaches to enhance library services.
- 6) Coordinate outreach initiatives, workshops, and seminars to promote library resources and engage with the community.
- 7) Collaborate with academic departments, Schools, and students to support research and information literacy initiatives.
- 8) Manage the library's budget, monitoring expenditures and identifying cost-effective solutions for resource allocation.
- 9) Oversee the implementation and maintenance of library management systems and technologies to ensure their efficient functioning and user support.
- 10) Stay informed about copyright laws, intellectual property rights, and licensing agreements related to library resources, ensuring compliance.
- 11) Conduct regular assessment and evaluation of library services, facilities, and programs to identify areas for improvement and implement necessary changes.
- 12) Support the Library Director in representing the library to stakeholders, participating in professional associations, and contributing to the broader field of library and information sciences.

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)*

- 1) Master's degree in Library and Information Science or similar from an accredited institution is preferable.
- 2) Bachelor's degree in Information Communication Science or similar.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES *(list the specific knowledge e.g. policies or procedures, skills 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) Previous experience in a supervisory or managerial role in a library or information centre.
- 2) In-depth knowledge of library operations, cataloguing systems, and information retrieval technologies.
- 3) Familiarity with emerging trends in library services, including digital collections, open access, and online learning resources.
- 4) Strong organisational and leadership skills, with the ability to prioritise tasks and manage multiple projects simultaneously.
- 5) Excellent communication and interpersonal skills to collaborate effectively with staff, patrons, and stakeholders.
- 6) Demonstrated commitment to diversity, equity, inclusion, and accessibility in library services.
- 7) Proficiency in utilising library management systems, database applications, and other relevant technologies.
- 8) Strong analytical and problem-solving abilities to address complex library issues.
- 9) Knowledge of copyright and intellectual property laws and their application in a library context.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS