

IDENTIFICATION

Department	Position Title	
Aurora College	Chair, Libraries and College Librarian	
Position Number	Community	Division/Region
91-1837	Fort Smith	Education and Training Division / Fort Smith

PURPOSE OF THE POSITION

The Chair, Libraries and College Librarian, is responsible for the overall academic and philosophical leadership and management of all Aurora College Libraries and their staff College-wide, with particular emphasis on maintaining academic excellence and integrity in the Libraries while assisting to build partnerships and associations with other College and University libraries and library and research consortia. The Chair establishes common expectations and high standards for library and information management and service excellence, in order to fulfill a critical role in the academic success of students, the quality of instruction and research delivered by Aurora College, and the College's ability to meet federal research regulatory requirements.

SCOPE

Located in Fort Smith, the Chair, Libraries and College Librarian (Chair), reports to the Vice President, Education and Training on all academic and administrative matters concerning the Libraries. The Chair is a member of the College-wide Senior Leadership Team and the Education and Training Division Leadership Team; and in support of student, faculty and researcher success, works closely with School Chairs, Managers of programs, policy development and Information Systems and Technology, Director of the Centre for Learning Teaching Innovation, and the Vice President, Research. The Chair co-chairs the College-wide RDM Steering Committee, and participates on the Academic Council.

Aurora College uses a multi-campus delivery model. The Chair is responsible for ensuring the Libraries fully embrace academic and research programs, staff and students at all campuses, research centres, and community learning centres.

The Chair oversees College-wide access to academic and research library expertise, physical and digital information resources, and in-person and remote services for students, faculty,

staff and researchers across the NWT. The Chair also oversees the College's new Research Data Management (RDM) infrastructure and services; and is responsible for leading the College's copyright law compliance.

The Chair fosters a positive and inclusive environment that supports the mission, values, goals, and policies of Aurora College and the Government of the Northwest Territories (GNWT) as a whole; is consistent with adult education principles; and is respectful of the many cultures of the peoples and communities of the Northwest Territories (NWT). The position is governed by established Aurora College Policy and Procedures, Code of Ethics and Business and Corporate Plans; the *Aurora College Act*; GNWT legislation, regulations, policies and guidelines; and Collective Agreements.

The Chair oversees four libraries College-wide, with four directly reporting managers, and 15+ indirect and casual employees. The Chair is responsible for the development and administration of institutional policies, external partnerships and consortial agreements that are relevant to academic library and research data management services. These are provided to all programs, students, faculty and staff, and researchers College-wide, including Aurora College's three campuses and three research centres located in Inuvik, Yellowknife and Fort Smith, and serving 21 Community Learning Centres (CLCs) and individual distance students NWT-wide.

The Chair is responsible for base budgets totaling approximately \$2M annually. The College Libraries' collections contain approximately 30,000 physical items, plus electronic access to thousands more resources through licenses costing approximately \$200K annually.

Aurora College Libraries, under the Chair's direction, has a significant impact on the delivery of credible programming to maintain transfer agreements and academic partnerships: the provision of high-quality academic library and information, and research data management, resources and services are specifically required for national accreditation of degree programs, polytechnic university accreditation, and the College's eligibility for federal research funding. The provision of these resources and services has a direct impact on the ability of students to have a successful learning experience, and on the ability of faculty and staff to develop and deliver high quality instruction and research, and to remain current in their fields of expertise.

RESPONSIBILITIES

1. Leads the timely, effective and successful on-going development of the Aurora College Libraries within the polytechnic university and multi-campus delivery models.

- Leads, and has College-wide responsibility for, the strategic direction and planning, management, delivery, evaluation, budgeting, and reporting related to library and information resources and services, including electronic resource access for on-campus and remote students.
- Ensures library services are delivered by all College libraries in accordance with national and international academic and professional standards (ALA, CARL, ACRL), and meet or exceed accreditation requirements as an essential component of the polytechnic university.

- Guides development of library and research data collections, platforms and services, and ensures they are integrated into academic, research, strategic and Transformation plans, in support of the College's polytechnic university development and accreditation, national research funding eligibility, and institutional partnerships.
- Encourages organizational growth and leads change; fosters continual improvement and renewal for all libraries' services, facilities, and technologies.
- Researches, analyzes and develops strategic initiatives and opportunities around libraries and RDM related to a polytechnic university, in consultation with the Vice President, Education & Training.
- Develops and motivates library staff capacity-building to support the College's growing focus on research and other university-level goals; actively seeks constructive input from staff on how to capture and build on the synergies of the three campuses.
- Develops and implements team building activities and procedures to create a single Libraries team from all three campuses and the research division, and institutes communication processes among staff to enhance both team collaboration and resource and service development.

2. Provides overall academic leadership to Aurora College Libraries.

- Develops and directs delivery of the library and information management services assigned to faculty and staff in the Aurora College Libraries.
- Establishes service standards, ensuring Aurora College Libraries meet national academic and professional library standards, and are relevant and appropriate for delivery in the NWT.
- Determines the cataloguing and metadata content and classification systems, methods, techniques to be used by the College Libraries, and ensures they are implemented according to library information science principles and standards.
- Maintains knowledge of current developments in academic/post-secondary library and information science, research data management standards and practices, copyright compliance legislation and regulations, and trends and conditions affecting the evolution of library resources, services and technologies.
- Develops annual and long term plans and strategies for the Libraries.
- Advises the Vice President, Education and Training and Vice President, Research regarding institutional requirements and appropriate needs.
- Identifies needs for new types of resources and services, and analyzes the feasibility of new initiatives.
- Develops, negotiates, and maintains partnerships and credibility with other educational institutions, consortia, and library and research data agencies regarding the provision and delivery of library and information management services to the Aurora College community.
- Evaluates and leads continuous quality improvement of library and information management resources, services and technologies, to ensure that academic and quality standards are maintained and current, and align with the College's strategic and accreditation goals.
- Mentors library faculty and staff, and fosters a culture of on-going professional development and research capacity-building; encourages innovation; identifies opportunities for, and encourages, College-based research.

- Presents the public image of the College, and in particular, the Aurora College Libraries, promoting its services, team and place in the post-secondary community, and in the field of academic libraries and research data management.
- Participates in conference presentations, workshops, orientations, seminars, discussion groups, tutorials and round tables.

3. Provides overall administrative leadership and budget planning within Aurora College Libraries.

- Develops and monitors annual library budgets and takes corrective action where required.
- Oversees human resource matters, including recruitment and hiring, orientation and training, performance planning and appraisal, and progressive discipline.
- Ensures that faculty, staff and students are familiar with relevant Aurora College policies and health and safety regulations and the Collective Agreement.
- Anticipates, recommends and contributes to the development of College long-term planning and policies.
- Leads and participates on various College and ad hoc committees, teams, and task forces, and encourages library faculty and staff to participate in an appropriate share of institutional service assignments.
- Ensures that current, relevant and appropriate guidelines and procedures are in place to support and facilitate regional Aurora College students, faculty and staff in their access to and use of distance/remote library services.
- Leads and supports the work of library faculty and staff; fosters teamwork and leads regular meetings of the College-wide library team.
- Reviews and approves professional development plans (e-performance) for faculty and staff who report directly to the Chair, and monitors follow-up activities for direct and indirect reports in collaboration with the library managers, in order to maintain high standards of performance.
- Oversees Thebacha Campus Library operations when the Manager is absent.

4. Directs the development and provision of research data management (RDM) services for Aurora College.

- Oversees the development and establishment of the College's RDM Institutional Strategy; co-chairs the College-wide steering committee.
- Ensures collaboration and consultation between the Manager, Research Data Management and the Steering Committee, and also with the College's Office of Research Services.
- Oversees the development of the College's RDM online platform, repository, access, and researcher services, in compliance with Tri-Agency requirements, and guides their implementation, in collaboration with the Vice President, Research.
- Oversees the establishment and monitors the effective implementation of institutional RDM policies, systems and services, including institutional data management and sharing, engagement with Indigenous partner data governance models, and compliance with evolving national data sharing and open data funding requirements.
- Oversees and supports the provision of data deposit and access training and support for College faculty, staff, students and researchers.

- Facilitates enhancement of library and information management services to include research data deposit and retrieval support at each campus, including library staff training/professional development in RDM services, as appropriate.
- Fosters the Libraries' role in support of RDM across the College, ensuring the integration of RDM services in the College's library and information management portfolio.

5. Provides College-wide leadership and management regarding Copyright.

- Oversees *Copyright Act* compliance College-wide, ensuring that information is available about legal copying and use practices in accordance with federal and territorial legislation.
- Advises the Vice President, Education and Training and/or President on institutional Copyright policy, issues and approaches, in order to remain in compliance with Copyright legislation.
- Develops and maintains current copyright and licensing policies, procedures and processes, in collaboration with the Manager, Policy Development, to assist faculty, staff and students to meet their responsibilities regarding intellectual property and *Copyright Act* compliance.
- Advises College faculty, staff and students regarding *Copyright Act* as needed.
- Establishes processes that maintain compliance with copyright, accessibility, and privacy and data security.
- Develops and facilitates processes for the granting of copyright permission to external users of College-copyrighted material.
- Develops annual and long-term plans and strategies regarding copyright.
- Maintains expertise in Copyright legislation and licensing issues.
- Liaises, as appropriate, with copyright collectives, territorial and national departments and associations, and the Director of Finance, on matters pertaining to copyright.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of leadership, motivational theory and effective practices; team building, relationship building with faculty, staff, and students; success in a multi-layered organization; networking.
- Knowledge of the organization and structure of colleges and polytechnic universities; the relationships with various partners in the North and in other post-secondary institutions throughout Canada.
- Knowledge of the theories, principles, best practices, trends, ethics and professional standards in the delivery of library and information management services in the academic environment.
- Knowledge of the evolving role of academic libraries; ability to embrace and direct analysis, evaluation and implementation of new technologies .
- Knowledge of and demonstrated skill in the techniques of library and information science such as collection development, cataloguing and metadata (including Library of Congress Classification System, MARC and BIBFRAME format cataloguing, RDA, AACR2, Dublin Core content standards), reference interviewing, research methods, database management and systems administration.
- Knowledge of effective human resource management, the ability to organize effective teams, manage change, and mentor, evaluate and motivate staff; knowledge of the principles of equity, diversity and inclusion in the workplace.
- Knowledge of budget development and management.
- Knowledge of strategic planning, short and long term planning, and various evaluation procedures; proven skills in leading projects to deliver change in support of strategic goals.
- Communication skills, in person and through a range of print and electronic formats and media.
- Knowledge of Copyright legislation and licensing agreements.
- Skills relating to licence and resource negotiation.
- Knowledge of national research regulations pertaining to research data.
- Knowledge of relevant sources of information related to research data management.
- Knowledge of FAIR research principles and Indigenous data governance principles (e.g., OCAP, CARE).
- Knowledge of and/or the ability to acquire and apply an understanding of Northern cultures and communities; an ability to work effectively in a diverse environment.
- Verbal, listening, and written skills to communicate with diverse, cross-cultural groups, establish partnerships, chair meetings, prepare proposals, make presentations, mediate, influence and persuade.
- Computer skills including Microsoft Office, Adobe, and database programs.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Master's Degree in Library Information Science and five (5) years of experience in an academic library at the professional librarian level that also includes one (1) year of supervisory, or team lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred