

# Job Description



## 1. Job Details:

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|-------------------|----------------|--------------------|-------------------------------------|
| <b>Job Title:</b> | Head, Sciences | <b>Reports to:</b> | Manager, Reference Library Services |
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## 2. Job Purpose:

To manage and coordinate the services and collections of the Sciences department.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

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|--|-----|------------------------|---|
| <b>Annual Operating Budget/Project Budget/Sales Revenue:</b> | n/a |                        |   |
| <b>Number of Staff Supervised:</b>                           | 5   | <b>Direct Reports:</b> | 5 |
| <b>Contractor/Others:</b>                                    |     |                        | 0 |

## 4. Key Result Areas:

### KEY RESULT AREAS

- Lead objective setting, planning, and evaluation for the activities of the Sciences Department within Public Services, including evaluations of staff performance, collection performance, departmental reference services, liaison activities, etc.
- Participate in hiring decisions, including conducting interviews and making hiring recommendations to senior management
- Coordinate departmental participation in reference and readers' advisory services through the Qatar Reference Service
- Oversee information literacy and learning activity offering, such as programs, classes, and individual consultations and ensure that activities meet the needs of Library customers
- Oversee promotional activities, such as library displays, postings on social media, etc. to promote library services to researchers, the Education community, and the general public
- Develop multilingual collections in the Sciences to meet the needs of diverse users
- Develop print and virtual resources to support teaching and learning activities and for self-directed learning opportunities
- Actively interact with faculty, researchers, students and the general public to determine user needs in order to be able to respond to them
- Ensure that displays highlight and meaningfully interpret the Sciences department's collections and services
- Continuously explore best practices in teaching methods and technologies in order to facilitate active learning, critical thinking and learner collaboration
- Serve on designated committees throughout the library, QF and the wider community as requested or as needed
- Participate in outreach programs to support research, education and community needs
- Contribute to the profession by publishing, presenting, and / or participating in professional organizations
- Keep abreast of developments, trends, and issues in all areas of responsibility
- Act on behalf of supervisor in his or her absence or as requested
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.



**6. Communications and Working Relationships:**

- Supervisor – regular contact to report on work progress and to receive assignments and direction
- Library Information Technology staff – frequent contact on hardware, software, and connectivity issues, the website, digitization projects, and technology issues, needs, & planning, particularly as concerns the Web portal for the area of specialty
- Technical Services staff – regular contact on fund accounting, acquisitions and cataloguing
- Administration and Planning staff – regular contact on communications and financial reporting
- Library partners – contact as needed on integration of information literacy skills, collection needs, and reference services
- Faculty, researchers, educators, students and general public – frequent contact to determine and respond to user needs

**7. Problem Solving & Complexity:**

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

**8. Decision-Making Authority & Responsibility:**



- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

**9. Minimum Knowledge, Skills & Experience:**

- Bachelor’s degree in a Sciences discipline plus a Master’s degree in Library Information Science accredited by the American Library Association or foreign equivalent. An additional Master’s degree in a Sciences discipline is preferred
- 6-8 years of experience professional library experience in an academic, research or metropolitan public library with supervisory responsibilities
- Strong interpersonal, communication, and presentation skills in both oral and written English and Arabic. (Native speakers of Arabic are required to have high IELTS or TOEFL scores)
- Proficiency in MS Office applications

**10. Approvals:**

*Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

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| Approved:<br><br>Name: Dr. Claudia Lux | Signature:<br> | Date:<br>7 Feb 2016 |
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