

**POSITION DESCRIPTION**

**Group Leader Content Services**

**Library, Teaching and Learning**



**18 January 2012**

## POSITION DESCRIPTION

### Group Leader Content Services – 1 FTE

#### Context

In January 2011 Lincoln University made a strategic decision to bring together the activities of the University Library and TALS (Teaching and Learning Services) into a single unit. The new entity is Library, Teaching and Learning (LTL). The prime focus of the LTL team is to develop and deliver a range of academic services which support excellence in the learning, teaching and research aspirations of the University.

In a world that is increasingly digital **LTL leverages the digital paradigm** through –

- Ensuring Lincoln University students and staff have sophisticated **connections to global and national knowledge networks** which support their learning, teaching or research activities.
- A Learning Environment which encourages and develops **a range of learning experiences** and reflects and respects the way students prefer to manage their own learning
- The principles of **Open Access (OA)** which ensures that Lincoln University’s intellectual assets are disseminated and communicated in a way that maximises their impact.
- **Encouraging excellence in teaching and research methodology** by supporting the development of academic staff in their dual professional (teaching and research) roles.
- Supporting and **developing the multiple literacies** of students and staff needed to be successful in their learning, teaching and research endeavours.

#### Group Leader’s collective role

The LTL has three Group Leaders in (Access, Content, Learning, Teaching and Research Services) who work as a nexus across all of LTL activities and, together with the University Librarian, form the LTL Leadership Team.

#### Purpose Group Leaders

The prime purpose of the LTL Group Leader is to provide leadership and coordination of the operational effectiveness and strategic positioning of LTL and to work across the University to ensure that the LTL staff are delivering outstanding services which support the learning, teaching and research aspirations of Lincoln University.

Key Outputs	Key Performance Indicators
<p><b>Leadership generic to Group Leaders</b></p> <ul style="list-style-type: none"> <li>• To foster services which support an effective and innovative learning, teaching and research environment at Lincoln University</li> <li>• To develop and promote learning and teaching strategies for the University</li> <li>• To support the Lincoln University’s Research Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Management</li> <li>• Library, Teaching and Learning develops and operates to performance targets which are consistent with the University’s Investment and Operational Plans</li> <li>• Agreed levels of service are met</li> <li>• Expenditure is within budget delivery agreed to outcomes</li> </ul>

<ul style="list-style-type: none"> <li>• To lead and develop a motivated and skilled team in the provision of excellent learning and teaching and research services</li> <li>• To manage financial delegations effectively</li> <li>• Establish and/or maintain systems to ensure that Library, Learning and Teaching staff deliver a consistent, customer-focused service which are appreciated and respected</li> <li>• Monitor and manage any shortfalls in service</li> <li>• Ensure that stakeholders are kept informed of the Library, Teaching and Learning services developments</li> </ul> <p><b>Leadership of the Content Services Group</b></p> <ul style="list-style-type: none"> <li>• To undertake general planning and management of activities of the Content Services Group by setting priorities, monitoring progress against objectives and managing workloads</li> <li>• To ensure good communication within the group, across LTL, and with the rest of the University, so that members of the Content Services Group have the information they need to function effectively and efficiently</li> <li>• To liaise with Content Services staff on developing and implementing content management policies and processes</li> <li>• To analyse and report up to date statistics</li> <li>• To liaise with users and vendors to ensure efficient and cost effective supply of services</li> <li>• To oversee the provision of Content Delivery and Information Services from the Content Services Group</li> <li>• To provide professional mentoring and regular feedback to Content Services staff according to the University's Development and Appraisal framework, and with the Group Leader Learning, Teaching and Research Services to ensure appropriate training and staff development is provided</li> <li>• To manage the recruitment and selection of new staff for the Content Services Group with the University Librarian</li> <li>• To liaise with the Group Leader Access on the annual budget for casual staff</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks are completed in time with allocated resources</li> <li>• Other key performance indicators (set with the Assistant Vice-Chancellor (Academic) for each Key Output area are met</li> <li>• Accurate management reports and records for the Library, Learning and Teaching</li> <li>• Delegated budgets and resources are managed to achieve agreed targets and objectives</li> </ul> <p><b>Management of Content Services Group</b></p> <ul style="list-style-type: none"> <li>• Staff of Content Services are contributing fully to the work of the Library</li> <li>• Content Services staff are informed of current priorities, expected work standards and appraised regularly and provided training and support</li> <li>• Effective working relationships are maintained with the groups identified above</li> </ul>
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<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>Complies with all legal requirements in respect of the administration and management of all university records</li> </ul>	<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>All legal and University requirements are complied with in respect of the administration and management of all university records.</li> </ul>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Becomes familiar, and complies with all H&amp;S policies and procedures</li> <li>Complies with all Lincoln University legislative requirements in respect of occupational H&amp;S</li> <li>Report any hazard that has come to your attention</li> <li>Wear protective clothing/apparatus as required</li> <li>Ensures staff compliance with occupational health and safety legislation and regulations</li> <li>Ensure that day to day operational health and safety management is accepted and carried out at line management level</li> <li>Manages team and individual health and safety performance</li> <li>Ensures health and safety programmes are sustained, and sufficient resources allocated for health and safety to function effectively</li> <li>Reports as required on health and safety issues to the Health and Safety Manager</li> </ul>	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>All Lincoln University H&amp;S policies and procedures are complied with</li> <li>All Lincoln University legislative requirements in respect of occupational health and safety are complied with</li> <li>The employer is notified of any hazard that has come to the employee's attention in the course of her employment</li> <li>Protective clothing/apparatus are used where procedures or common sense would warrant this</li> <li>All health and safety registers are up to date</li> <li>All health and safety policies and procedures are followed and health and safety legislation is complied with</li> <li>All HSNO requirements are being met</li> <li>Infectious diseases are notified immediately</li> <li>All accidents, incidents and near misses are reported immediately</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>To co-ordinate the ongoing development of and monitoring of Lincoln University's Digital Content Strategy</li> <li>To undertake collection assessment and evaluation according to internationally accepted guidelines</li> <li>To liaise with academic and Library staff on selection of content</li> <li>To liaise with academic staff and Library staff on new course developments and provide reports on resource requirements</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>Preparation and financial management of annual capital and operational budgets &amp; expenditure for content, bibliographic services etc</li> <li>Maintain an overview of the day-to-day work of staff working in the Content Services Group</li> <li>Maintain Make an active contribution to the development and achievement of the LTL mission and goals through membership of the Group Leaders Team.</li> <li>Work closely with other University Committees, Faculties, departments and divisions</li> </ul>	

<p>particularly in the areas of content management</p> <ul style="list-style-type: none"> <li>• Contributing to the security of physical collections, including membership of the disaster salvage team</li> </ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• To pursue professional development opportunities within the Library and information profession which are in line with the Library's mission</li> </ul>	
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**Staff Supervised**

All staff in the Content Services Group.

**Key Relationships**

The Group Leader Content Services is expected to establish effective working relationships with:

- LTL staff
- ITS, HR, Finance staff, Taki Rua
- University staff, students and outside users
- Vendors, publishers and National Library of New Zealand
- Professional library and information community

**Accountability**

The **Group Leader Content Services** reports to the **University Librarian**

**Person Specification**

**Qualifications**

- A degree
- A relevant post-graduate qualification
- Appropriate professional registration (desirable)

**Experience**

The position requires:

- **People leadership**
  - A proven track record in people leadership and an ability to inspire and motivate a team

- An ability to be open and constructive in resolving conflict or difficult situations

### **Professional depth**

- An in-depth understanding of managing Content life cycle (digital and print) in an academic environment in the support of the research, learning and teaching aspirations of the organisation

### **Technical Skills**

- An ability to coordinate the planning for and to implement content projects for LTL
- Ability to manage budgets and develop expenditure guidelines.
- Excellent oral and written communication skills, including presentation skills

### **Personal Attributes**

- Interpersonal skills needed to work effectively in a team and with clients
- Sensitivity to the bicultural needs of users and to the Library's commitment to biculturalism
- Sensitivity to the needs of international students and staff
- Commitment to the mission and goals of the University and the Library
- To work within the LU Code of Conduct and promote a respectful working environment

## CONDITIONS OF APPOINTMENT IEA Staff

### Term of Appointment

This is a continuing appointment.

### Hours of Work

This is a full time appointment of 37.5 hours per week.

### Remuneration

Salary on commencement will be approximately \$75,000 per annum, commensurate with qualifications and experience.

### Employment Agreement

- The appointee will have an Individual Employment Agreement.
- The conditions outlined in this document are indicators of some of the key items of that agreement.

### Health and Safety

- The appointee will work and act at all times in compliance with all Lincoln University requirements in respect of occupational health and safety.
- University staff can join the Recreation Centre on campus. The Centre offers a wide range of facilities and services, for example: gymnasium, weights room, exercise classes, fitness assessments, massage, squash courts.

### Other

Further information about Lincoln University can be found on our website: [www.lincoln.ac.nz](http://www.lincoln.ac.nz)

### Method of Application

***All applications must include a Lincoln University application form, CV and covering letter.***

Electronic applications can also be made online at [www.lincoln.ac.nz](http://www.lincoln.ac.nz), quoting vacancy number 12/03 by **4.00pm on 13 February 2012.**

#### Enquiries can be made to:

The Human Resources Administrator  
Phone: 03 325 3687 or 3613  
Fax: 03 325 3870  
Email: [jobs@lincoln.ac.nz](mailto:jobs@lincoln.ac.nz)

#### Applications should be sent to:

The Human Resources Director  
PO Box 84, Lincoln University  
Lincoln 7647, Christchurch  
New Zealand

## STATEMENT OF VISION AND VALUES

### 1. VISION

Lincoln University's vision is to provide the national and international leadership in research and teaching that will contribute positively to ensure a sustainable environmental, social and economic future for New Zealand.

To achieve its vision, Lincoln University will:

- Provide an innovative and challenging learning environment that is focussed on enabling its students to achieve their potential;
- Contribute to the creation of sustainable environmental, social and economic outcomes through education and research that expands knowledge and understanding of the science and management of natural resources;
- Work with its communities in New Zealand and beyond to address national and international issues by maintaining, strengthening and integrating its core competencies in commerce, physical, biological and social sciences; and
- Recognise and provide for the Treaty of Waitangi/te Tiriti o Waitangi and the status of tangata whenua.

### 2. VALUES

Lincoln University is committed to the following values:

#### ***Scholarship***

The University's staff and students will exhibit the highest standards of scholarship in all academic endeavours.

#### ***Academic Freedom***

The University values academic freedom and is committed to supporting and encouraging independent and critical enquiry necessary for learning, teaching, research and the role of its members as the critics and conscience of society.

#### ***Independent and Creative Thought***

The University encourages and develops critical and independent thought in its research and its learning environment.

#### ***Quality***

The University fosters quality by enhancing a culture of excellence.

#### ***Professionalism***

The University is committed to professionalism in its dealings with students, staff, clients and communities.

#### ***Innovation***

The University fosters innovation in its activities and, in particular, in the delivery of educational services.

***Student Focus***

The University has a 'student first' approach. It articulates standards of service and expectations of students in the student charter.

***Relevance***

The teaching and research of Lincoln University is innovative, rigorous, responsive, forward-looking and able to be applied to the solution of problems.

***The Treaty of Waitangi***

Lincoln University is committed to developing as an organisation that meets its obligations under the Treaty of Waitangi.

***International Perspective***

Lincoln University is committed to providing an international perspective to enhance the learning of its students and opportunities for its graduates and staff.

***Responsible Utilisation and Management of Natural Resources***

Lincoln University advocates the responsible utilisation and management of built and natural resources for sustainable environmental, social and economic benefit.

***Ethical Standards***

Consistent with its support for academic freedom, the University promotes its code of ethical standards to ensure the professional conduct of its learning, research and professional activities.

***Accountability***

Lincoln University, its Council and its staff accept the obligation to account to its students and other clients, the Crown and other stakeholders for the outputs produced and for the resources used in producing those activities and operations.