POSITION POSTING

Vice Dean of Libraries
Office of the Trenholme Dean of Libraries

Deadline to apply: December 16, 2022, 11:59pm

Full-time, tenure-track librarian position (three years, with possibility of renewal), with an administrative appointment (five-year renewable term)
Salary minimum: salary commensurate with experience
Posting number: JR0000034856

The McGill Library seeks a forward-thinking, collaborative and energetic leader with a keen sense of the evolving 21st century research library, to lead and to assume overall responsibility for a portfolio including Strategic Planning (including Project Management), Budget, Facilities, Communications, Assessment, and Indigenous Initiatives. The McGill Library promotes innovation in service and operates in a culture of assessment, risk taking and welcoming of change in a rapidly developing information world.

The Vice Dean is the Dean’s principal adviser regarding the establishment and development of projects, priorities and policies. Working collaboratively with the Trenholme Dean of Libraries, Library Cabinet members, Library Heads, library colleagues and the larger University community, the Vice Dean provides leadership for projects and other initiatives supporting the Libraries’ strategic directions. As a member of Library Cabinet, the Vice Dean participates in the development and implementation of a shared vision for the Libraries that contributes significantly to the mission of McGill University. The Vice Dean supports the development of library services and spaces across the McGill Libraries network in response to users’ needs in their research, teaching and learning activities. The Vice Dean supports the Dean in the preparation of multiple documents and assumes responsibility for the McGill Library, its activities and operations in the Dean’s absence.

THE McGill LIBRARY
Located in Montréal, one of the world’s great multicultural and multilingual cities, McGill University is internationally recognized for its excellence as a leading institution of higher education and research. For nearly 200 years, through the work of dedicated people, McGill has been breaking ground in diverse fields and contributing solutions to some of the world’s most significant issues. McGill is also the most internationally diverse research-intensive university in Canada, with over 32% of its students coming to McGill from more than 150
countries. The University systematically appears on the annual list of the best employers in Montreal.

The McGill Library is committed to delivering high-quality, innovative information products, services and programs that focus on client needs and support the University's strategic mission and directions. The Library proactively supports the teaching, learning and research needs of faculty and students to fulfill McGill’s strategic mission of excellence as a research-intensive, student-centred university.

The McGill Library has the largest collection in Quebec and is one of Canada’s largest academic libraries with over six million monograph titles and 150,000 e-journals and databases. The Library is a member of the Canadian Association of Research Libraries (CARL), the Association of Research Libraries (ARL), the Bureau de coopération interuniversitaire (BCI), the Center for Research Libraries (CRL), and the HathiTrust Digital Library.

INFORMATION FOR PROSPECTIVE STAFF
Information about the University and the McGill Library can be found on the University’s web site. As a tenure stream appointee, the successful candidate is expected to satisfy the requirements in the Regulations Relating to the Employment of Librarian Staff

DUTY STATEMENT

Primary Purpose of Position

To provides leadership and assumes overall responsibility for a portfolio including Strategic Planning (including Project Management), Budget, Facilities, Communications, Assessment, and Indigenous Initiatives.

Duties

Duties and responsibilities include, but are not limited to:

- Working closely with the Trenholme Dean of Libraries and in collaboration with Library Cabinet members and Unit Heads, leads the development, implementation and monitoring of the Libraries’ annual strategic plans, goals, and objectives. Monitors progress toward accomplishment of annual goals and objectives. Ensures alignment with the Libraries’ annual goals and the University’s strategic plans. Oversees the project management process to ensure projects are planned in accordance with the Libraries’ and University’s priorities, goals and initiatives.

- In consultation with the Trenholme Dean of Libraries, oversees management of the Libraries budget and makes recommendations to the Trenholme Dean of Libraries on budget reallocations, opportunities for efficiencies and cost reduction opportunities. With input from other members of Library Cabinet and Unit Heads, prepares budget
requests and allocates and monitors resources to ensure portfolio priorities are met. May work to secure grants, foundation support, and industry partnerships. Ensures that expenditures are well managed and controlled.

- In consultation with the Trenholme Dean of Libraries and other members of Library Cabinet and Unit Heads, ensures that appropriate spaces are provided throughout the Library system for an evolving service model. Exercises strategic leadership in the effective use of the physical facility and all related operational and administrative matters. Is responsible for overall coordination of long-term capital space planning for the library network comprising approximately 33,700 square meters distributed in nine different locations. Coordinates with the campus administration on space planning and capital improvements.

- In consultation with the Trenholme Dean of Libraries and other members of Library Cabinet and Unit Heads, oversees the Libraries’ overall communication strategy for both internal and external audiences, through multiple communication channels, in collaboration with the University’s Communications External Relations department. Develops communication strategies answering needs from all library sectors to various constituencies, including library staff, university faculty and administration, and external audiences.

- Directs the activities of the Libraries’ assessment programs as they relate to the evolving needs of students and faculty. Ensures that the needs of library users and opportunities for new programs, systems and services are assessed regularly through consultation with other members of Library Cabinet and Unit Heads, and through them with students, staff, faculty, and other stakeholders. Relates assessment plan to the Libraries’ strategic plan.

- In consultation and collaboration with members of Indigenous communities and the Associate Provost Indigenous Initiatives, develops, implements and assesses outcomes of Libraries’ Indigenous initiatives with the objective to foster Reconciliation through library activities, services and programs.

- Advocates for Libraries’ initiatives, services and partnerships by developing strong relationships with the University Faculties, administrators and external partners.

- Provides the leadership necessary to develop programs within the portfolio. Keeps informed of the Universities’ and Libraries’ policies, plans, and priorities, and fosters understanding of and support for these. Keeps the Trenholme Dean of Libraries and Library Cabinet colleagues informed of developments in the portfolio.

- Maintains a comprehensive understanding of developments affecting academic librarianship and provides strategic leadership and stewardship to the realization of the vision and goals of the Libraries.
• Supports the Trenholme Dean of Libraries in the securing of grants, foundation support, industry partnerships and philanthropy and in the preparation of multiple documents.

• Represents the Trenholme Dean of Libraries in various meetings, at her request, and in her absence, in the capacity of Acting Dean of Libraries.

• Leads and participates in projects, working groups and committees related to areas of responsibility.

• Pursue professional engagement through training, participation, and leadership opportunities in professional forums to connect the McGill Libraries with best practices and emergent services in higher education administration and library service development.

Reporting relationship
The position reports to the Trenholme Dean of Libraries.

SELECTION CRITERIA
Required:

1. ALA-accredited master’s degree in library or information science; or other relevant advanced degree. An additional graduate degree is preferred.
2. Extensive administrative experience (at least 5 to 8 years) in a position with managerial responsibilities (services and staff), preferably in an academic library.
3. Active scholarship and professional service sufficient for appointment at the Associate or Full Librarian level (for an academic appointment).
4. A successful record of leadership, planning, developing and managing library programs and services.
5. Excellent interpersonal communication and presentation skills, both written and verbal. Knowledge of French is an asset. McGill University is an English-language university where day to day duties may require English communication both verbally and in writing
6. Proven strategic planning, budgeting, and project management skills.
7. Experience with renovations of library spaces.
8. Experience with establishing and implementing communication strategies in an academic environment.
10. Knowledge of objective and subjective quality control assessments methods.
11. Strong interpersonal skills and the ability to function effectively as a member of a senior management team working within a collegial environment and experience in building and managing relationships at all levels of the organization.
12. A proven commitment to service excellence and a vision of research library services in the digital era and the skills to advocate for and communicate that vision.
13. Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential or sensitive nature and in dealing with various levels of senior administration and external agencies.

14. Promotes and fosters a supportive environment built on appreciation, recognition, learning and professional growth. Creates a supportive and positive environment where everyone is able to listen, contribute and engage with colleagues and ideas and provide and receive timely, constructive feedback.

15. Contributes to creating an environment that embraces curiosity, ideas, creativity and innovation and provides opportunities and flexibility to explore new initiatives.

APPLICATION PROCEDURE
Applications should address the above selection criteria, be accompanied by a letter of interest, curriculum vitae, and the names and addresses of three referees and should be submitted by as one (1) .pdf document. Applications will be accepted immediately and will be reviewed starting on December 9, 2022, on a continuing basis until the position is filled.

Internal Candidates: Current McGill employees must apply via internal postings on Workday. These are accessed using the ‘Find Jobs’ report in Workday under the “Careers” application. Please refer to the job aid: Applying at McGill Guide for Internal Candidates

External Candidates: Applicants who are not current McGill employees must apply via external postings on Workday. Use the filters on the left-hand side to focus your search. The website will direct you to create a Workday account. Please note you must use a personal email address when creating this account. Do not use @mail.mcgill.ca or @mcgill.ca email addresses. Applicants must use their legal name when creating an applicant account on Workday. Please refer to the job aid: Applying at McGill Guide for External Candidates

COMMITMENT TO EQUITY AND DIVERSITY
McGill University is committed to equity and diversity within its community and values academic rigour and excellence. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to engage productively with diverse communities.

At McGill, research that reflects diverse intellectual traditions, methodologies, and modes of dissemination and translation is valued and encouraged. Candidates are invited to demonstrate their research impact both within and across academic disciplines and in other sectors, such as government, communities, or industry.
McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity, or that may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate’s record.

McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure the equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, this email.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian immigration requirements, Canadians and permanent residents will be given priority.