



UNIVERSITY OF BRITISH COLUMBIA LIBRARY

POSITION DESCRIPTION

DIVISION AND SECTION: Okanagan Library

REVIEWED: August 2023

LIBRARY POSITION #:

CLASSIFICATION: (Faculty) Librarian

LIBRARY POSITION TITLE: Deputy University Librarian, Okanagan Campus

Deputy University Librarian, Okanagan Campus

UBC Library | Okanagan Campus

(Full-time, ongoing Librarian position, five-year renewable administrative term as Deputy University Librarian, Okanagan Campus)

Anticipated Start Date: April 1, 2024

(Flexible based on candidate availability)

Opportunity

The University of British Columbia, Okanagan campus seeks a senior leader to serve as Deputy University Librarian, Okanagan Campus. In addition to assuming overall responsibility for the Okanagan Library portfolio, the incumbent is a key member of both the UBC Library and Okanagan Campus leadership teams, instrumental in implementation of Library and campus strategic initiatives.

Established in 1908, UBC has consistently ranked among the top five per cent of universities in the world. It is a publicly supported, comprehensive university comprising 18 Faculties and several schools across two campuses. UBC sees its purpose as preparing students to become exceptional global citizens, promoting the values of a civil and sustainable society, and conducting outstanding research to serve the people of British Columbia, Canada, and the world. UBC's strategic plan, [Shaping UBC's Next Century](#), guides the university. UBC's deep commitments to equity and inclusion are reflected in the Indigenous Strategic Plan, the Inclusion Action Plan, the Anti-Racism and Inclusive Excellence Plan, and the Climate Action Plan. Links to these and other plans are found at our [Strategic Equity and Anti-Racism Framework hub](#). UBC's main campuses are situated within the traditional, ancestral, unceded territory of the Syilx Okanagan Nation and their peoples and in traditional territory of the x̣ẉməθḳẉəỵ əm (Musqueam). We are grateful for the opportunity to work, teach and learn on these lands.

UBC's Okanagan campus is an innovative hub for learning and research founded in partnership with local Indigenous peoples. Established in 2005, UBC's Okanagan campus is one of the most rapidly expanding campuses in Canada, with a thriving community of nearly 12,000

undergraduate and graduate students, 688 faculty members, 1,275 staff, and nine Faculties and Schools. At UBC Okanagan, students and faculty gain all the benefits of a globally respected university within a close-knit, student-focused learning community. UBC Okanagan researchers work collaboratively across disciplines and in conjunction with our network of regional, national and international partners to generate knowledge that has positive impacts within our region and across the globe. With nearly \$45 million in research funding in 2022/2023, our experts are pursuing groundbreaking investigative work in areas from climate change and sustainability to homelessness and urban indigenous wellbeing. UBC Okanagan has a bold vision for its future, [Outlook 2040](#). Faculty activities extend beyond the main campus to the community, including presence at the [Okanagan Regional Library](#), the [Innovation UBC Hub](#) at the Okanagan Innovation Centre, the [Woodhaven Eco Culture Centre](#) and the [Rotary Centre for the Arts](#). The [UBCO Downtown](#) building will bring a bold and dynamic presence in the heart of Kelowna, strategically positioned close to partners from across the community.

The University of British Columbia Library is one of the largest academic libraries in Canada and consistently ranks among the top university research libraries in North America. UBC Library has ten branches across two campuses, including an off-site hospital library; a multi-purpose teaching and learning facility, the Irving K. Barber Learning Centre; and the Xwi7xwa Library, and a centre for academic and community Indigenous scholarship. Almost 300 knowledgeable employees – librarians, management and professional staff, support staff and student staff – provide users with the excellent resources and services that they need to further their research, teaching and learning. The UBC Library participates in the broader research library community as a member of both the Canadian Association of Research Libraries and the Association of Research Libraries. The Deputy University Librarian, Okanagan Campus works with other UBC Okanagan and UBC Vancouver leaders to appropriately balance work and relationships particular to individual campuses and across both campuses. The UBC Okanagan and UBC Vancouver Libraries work collaboratively to implement the visions set out in the [UBC Okanagan Library Strategic Framework](#), [Report to UBC Okanagan senate](#), [UBC Vancouver Library Strategic Framework](#), [Report to UBC Vancouver Senate](#), and the UBC Library's [Commitments to Equity, Diversity and Inclusion](#).

The UBC Okanagan Library is a vibrant and active part of the UBC Library system. Nimble and campus-oriented, the Library has strategic directions that respond directly to Outlook 2040, the UBC Okanagan vision for the future, while remaining heavily engaged with inter-campus initiatives. With 46 FTE, including 12 librarians, 27 professional and support staff, and over 30 student employees, the dynamic team within the Okanagan Library takes an enterprising, entrepreneurial approach to developing programming and services that reflect shared aspirational values, and boasts strong relationships with campus and community partners. Current activities include working with external partners such as [British Columbia Regional Digitized History](#). Internally, the UBC Okanagan Library collaborates with units such as the [Centre for Scholarly Communication](#), [Constellation](#), and [Makerspace](#). The UBC Okanagan Library is also heavily involved with community outreach in partnership with the [Okanagan Regional Library](#).

Position Overview

Reporting jointly to the Provost and Vice-President Academic, Okanagan and University Librarian, the Deputy University Librarian, Okanagan Campus is a key member of both the UBC Library Executive and Okanagan Campus Deans' Council. Working collaboratively with colleagues in the Library, at the Deans' table, and across the University community on both campuses, the incumbent provides leadership in implementation of the UBC Okanagan Library's [strategic framework](#). The Deputy University Librarian, Okanagan Campus works with other UBC Okanagan and UBC Vancouver leaders to appropriately balance work and relationships particular to individual campuses and across both campuses.

This position supports the Provost and Vice-President Academic, Okanagan and the University Librarian in the administration of the Library including development of services, spaces, technology, and collections, budget management and allocation of resources, and assessment of librarianship/teaching, research, and service activities of the Library.

The Deputy University Librarian, Okanagan Campus will assume overall responsibility for the Okanagan Library portfolio, including budget and physical infrastructure, information systems and services, direction and development of staff resources, vision and planning of future Okanagan Library services and the Okanagan Library's participation in campus, regional, and national efforts. This position collaborates widely and provides leadership for projects and other initiatives supporting the overall strategic direction of the UBC Library and Okanagan campus. General flexibility will be required in taking on new responsibilities in a changing environment.

QUALIFICATIONS

- A Masters-level degree from an accredited library, or information science program, or equivalent internationally accredited program, or Masters-level degree with a specialization or concentration in archival science.
- A successful record of leadership, planning, developing, and managing library programs and services.
- Proven administrative, public relations, and managerial skills, with (preferred) 10 years of experience in library management positions or proven growth working in complex environments.
- Experience with organizational change and change management best practices. Ability to develop and implement strategic change enablement plans.
- Creative yet practical in finding new solutions, developing processes, reconfiguring services.
- Proven planning, budgeting, and project management skills.
- Experience with refresh, renewal, and renovation of library spaces.
- Success with donor relations, and experience in fundraising.
- Knowledge of the Tri-agency programs, administration and processes.

- Strong interpersonal skills and the ability to function effectively as a member of a senior leadership team working within a collegial environment; experience in building and managing relationships at all levels of the organization.
- Excellent oral and written communication and presentation skills, and proven research abilities.
- Demonstrated familiarity with developments in higher education and the issues facing research libraries, especially in North America, and an understanding of academic and scholarly processes.
- A proven commitment to service excellence and a vision of research library services in the 21st century and the skills to advocate for and communicate that vision.
- Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and/or sensitive nature and in dealing with various levels of senior administration and external agencies.
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills to actively pursue the goals of decolonization, indigenization, and reconciliation in alignment with [UBC's Indigenous Strategic Plan](#).
- Dedicated to cultivating an inclusive environment that recognizes barriers faced by people and encourages and incorporates contributions from diverse groups and individuals.
- Demonstrates a commitment to enhancing one's own awareness, knowledge and skills related to equity, diversity, and inclusion.
- Willingness to respect diverse perspectives, including those in conflict with personally held perspectives or beliefs.
- Contributes to the Library's sense of community and achievement of common goals through cooperation across units/groups and encouragement of equitable and balanced involvement in decision making.
- Promotes and fosters a supportive environment built on appreciation, recognition, learning and professional growth.
- Supports a team environment built on positive working relationships; and provides guidance and resources to teams while trusting them to excel.
- Creates a supportive and open environment where everyone is able to listen, contribute and engage with colleagues and ideas and provide and receive timely, constructive feedback.
- Creates an environment that embraces curiosity, ideas, creativity, and innovation and provides opportunities and flexibility to explore new initiatives.

WORKING RELATIONSHIPS:

Works under the general direction of both the Provost and Vice President Academic, Okanagan, and the University Librarian, and in collaboration with other members of the Library Executive Team, unit heads and managers, and other staff and faculty colleagues at UBC Okanagan.

DUTIES:

- Working closely with the Provost and Vice President, Academic, Okanagan, the University Librarian, and other senior leaders, the Deputy University Librarian, Okanagan Campus collaborates with the Library Executive Team and Heads on the implementation of the Okanagan Library strategic framework. This position also provides strategic leadership and stewardship to the realization of the vision of the Library and portfolio goals.
- In consultation with the University Librarian and in close collaboration with the Library Executive Team, including the Deputy University Librarian, Vancouver Campus, the Deputy University Librarian, Okanagan Campus will participate in the development of strategic recommendations and system-wide policies related to resource sharing and the operation and development of the Library and its services.
- Provides the leadership necessary to develop Okanagan Library programs. Keeps Library colleagues informed of policies, plans, and priorities, and fosters understanding of and support for these. Keeps the Provost and Vice-President Academic, Okanagan, University Librarian, Okanagan Campus leadership, and Library Executive Team informed of developments in the portfolio.
- In consultation with the Provost and Vice-President Academic, Okanagan and University Librarian oversees management of the Okanagan Library budget. With input from Okanagan Library senior leadership team, and relevant Associate University Librarian colleagues, prepares budget requests and allocates/monitors resources to ensure Library priorities are met. Ensures that expenditures are managed and controlled, and works with Library colleagues to assess, review, and identify funding sources for new services, new programs, and changes in the delivery of existing services to the Library's communities of users.
- Supports Development and Alumni Engagement (DAE) and Library colleagues to secure grants, foundation support, industry partnerships, and philanthropy. Participates actively in Library and campus fundraising and donor stewardship activities.
- Ensures that the needs of library users and opportunities for new programs, systems and services are assessed regularly through consultation with Library and campus colleagues, and through them with students, staff, faculty, and other stakeholders. Ensures that curriculum changes and program developments affecting the portfolio are reviewed.
- Strategic leadership in the effective use of the physical facility and all related operational and administrative matters. Works with Infrastructure Development and Facilities Management to ensure that the university provides appropriate space for Library needs and, in consultation with Okanagan Library senior leadership team, ensures that the spaces are appropriate for an evolving service model.
- In consultation with Okanagan Library senior leadership team and Library Executive Team, determines the skills needed within the Library and plans for staff development and training. Works to enable a highly supportive work environment.
- Leads and participates in projects, working groups and committees related to areas of responsibility. Represents the Okanagan Library as required or requested on relevant committees, working groups, etc.

- Maintains good working relationships with Deans, Associate Deans, senior UBC administrators, community groups, and others to support the work of the Library and portfolio. Participates in departmental, faculty, and other meetings, as necessary.
- Represents the University Librarian, at their request and in their absence in the capacity of Acting University Librarian
- Represents the University Librarian in meetings with representatives of the Faculty Association, on Senate committees, and on other university committees as required.
- Maintains a comprehensive understanding of developments affecting academic librarianship

TERMS OF APPOINTMENT AND SALARY

This position will be filled as a full-time, ongoing Librarian position with a five-year renewable administrative term as Deputy University Librarian, Okanagan Campus. If eligible and qualified, the successful applicant may be appointed with a confirmed appointment. Otherwise, there will be an initial three-year probationary appointment. Normally, such an appointment is reviewed by the end of the second year of the appointment, and a recommendation is made at that time to grant or not to grant a confirmed appointment.

Salary will be commensurate with experience and academic/professional qualifications, with an anticipated range of \$140,000-\$160,000 annually.