الكلية العالمية للهندسة والتكنولوجيا
GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

JOB DESCRIPTION

Head of Library and Learning Resources Centre (LLRC)

Grade: Head of Department

Reporting to: Associate Dean for Continuous Education and Student Success

Post Holder:

Salary and Benefits: As per contract

Effective Start Date:

Description:

The Head of Library and Learning Resources Centre (LLRC) is responsible for oversight and management of all Library and LRC activities, and facilities, to support students and staff in their knowledge acquisition, learning, and teaching, activities. The Head of the Library and Learning Resources Centre is responsible for leading the development and implementation of Library and LRC strategy and policy in the context of the College's wider strategic aims and objectives. The role supports the College's learning and teaching strategies and all staff, students, and alumni in their learning, teaching and research engagement activities.

Duties and Responsibilities

1. Develop and promote all forms of physical and electronic access to the Library and LRC facilities for the purposes of knowledge acquisition, scholarship, teaching, and research.
2. Develop budgets and resourcing models to ensure that the Library and LRC is appropriately resourced for staff, students, and other external stakeholders.
3. Ensuring an effective learning and knowledge acquisition, and sharing, environment that supports students and staff in all their learning, teaching and research activities at the College.
4. Liaise with external awarding bodies to ensure that the College benefits from all available partnership resources.
5. Ensure that staff and students are fully aware of the learning, teaching and research facilities and resources available at the College.
6. Ensuring that new students and staff are inducted into the Library and Learning Resources Centre facilities and information on use of facilities is available to all staff. Students and other external stakeholders.

7. Liaising with the Head of ICT Support Services to develop and enhance the use of digital and on-line resources and management information systems for monitoring the use of library and LRC facilities and resources.
8. Liaising with other libraries and LRC facilities nationally and internationally to promote and enhance the Library and LRC experience.
9. Ensuring effective and efficient leadership and management of the Library and Learning Resources Centre staff to derive maximum benefit from resources and facilities; and to monitor usage and effectiveness of Library and LRC facilities.
10. Ensuring that staff in the Library and Learning Resources Centre are adequately trained and developed to provide modern, and up-to-date, Library and LRC professional services and support.

Skills and Person Specification:

1. Fluency and excellent written and presentational skills in English and Arabic.
2. Minimum of 3 years library management experience in an educational environment.
3. Ability to manage a large workload including administrative as well as executive tasks.
4. Ability and willingness to travel outside of Muscat or Oman if required.
5. Excellent time management and prioritizing skills.
6. Ability to stay calm in all situations and a good team player.

Education, Qualifications and Experience:

1. Degree (preferably at postgraduate level) in a relevant discipline from a recognized higher education Institution.
2. Minimum of 3 years library management experience in an educational environment.

Apply Now