

**UNIVERSITY OF BRITISH COLUMBIA  
OKANAGAN CAMPUS**

**POSITION DESCRIPTION**

**DIVISION AND SECTION:** Okanagan Library      **REVIEWED:** February 2019

**LIBRARY POSITION #:** XXXX      **Employee:**

**CLASSIFICATION:** (FACULTY) Librarian      **Supervisor:** Associate Chief Librarian

**LIBRARY POSITION TITLE:** Open Science Librarian      **Human Resources:**

**POSITION MANAGEMENT #:** 00050014

**SUMMARY OF RESPONSIBILITY:**

Advances Open Science initiatives that are being launched on the Okanagan campus. Open Science aims to promote transparency and integrity in research and to increase the quality of the research process through robust replicable methods and open reporting.

Provides reference and information services to faculty, students and other users in UBC's Okanagan campus Library. Provides web-based and classroom instruction and assistance in use of information resources. Plans and implements services that respond to needs of users in UBC's Okanagan campus Library. Participates in the development of Library policy, procedures and services. Assumes responsibility for coordination and management of staff, services and projects, as required. The nature and scope of responsibilities for this and other Library positions are expected to change as the Library organization evolves. Evening and weekend work will be required.

**QUALIFICATIONS:**

Required: A graduate degree from an accredited school of Library, Archival and Information Science; knowledge of library systems and applications; demonstrated competencies in reference and instructional methodologies in an academic, or research setting, with an emphasis on evidence based practice; excellent organizational and analytical skills; excellent written and oral communication skills including the ability to communicate at a distance; proven ability to work well independently and within large and complex teams; commitment to developing professional knowledge and skills on a continuing basis; a commitment to diversity, equity, and inclusion. Some weekend and evening work may be required.

Preferred: Academic library experience; a background working in science librarianship and with emerging technologies; knowledge of Open Science as a movement and set of practices, including familiarity with the tools that enable its implementation.

## **RELATIONSHIPS:**

Reports to the Associate Chief Librarian at UBC's Okanagan campus Library. Coordinates activities with other librarians at UBC's Okanagan campus and collaborates with librarians throughout the UBC Library. Works closely with colleagues in other units within UBC. Works with faculty, students, staff and the public.

## **DUTIES:**

### Open Science:

1. Assisting in the support and development of tools and infrastructure to further UBC's goals in the area of Open Science and Open Scholarship more broadly.
2. Engaging in outreach activities across both campuses, as well as with professional and scholarly associations, and with national and international colleagues and organizations promoting Open Science strategies.
3. Coordinating and providing support for Open Science educational initiatives.
4. Supporting open infrastructures that enhance delivery of library services.

### Reference and Research Services:

1. Provides reference and research services to UBC's Okanagan campus students, staff and faculty members as well as collaborates with UBC's Vancouver campus Librarians to provide services to all UBC faculty, staff and students and members of the public, as required.

### Teaching and Orientation:

1. Teaches classes in the use of the Library's resources, including the Library's catalogue, print resources and e-resources. May also provide instruction in the use of software that assists users in managing the results of their information retrieval process.

### Supervision and Administration:

1. May be required to supervise staff.
2. May be required to develop and manage budgets related to their assigned responsibilities.

### Library Liaison:

1. Represents the UBC Okanagan campus Library on Library committees, working groups and task forces.
2. Liaises with Librarians in other areas of the UBC Library system.
3. Maintains an awareness of new literature and research developments in areas of specialization and emerging trends in academic libraries.
4. Keeps abreast of developments in public services across UBC Library and more widely.

### Other Activities:

1. Identifies best practices and implements as appropriate.
2. Participates in professional and university-wide initiatives.
3. Seeks funding opportunities and completes grant applications within UBC's Okanagan campus Library portfolio and in collaboration with UBC's Vancouver campus as appropriate.
4. Performs other duties as assigned.

## **STANDARDS OF PERFORMANCE**

- Provision of competent, professional library services.
- Effective, co-operative working relationships with support staff, colleagues and management at UBC's Okanagan campus and, more generally, across UBC.
- Flexible, innovative approaches to problem solving.
- Effective focus on important issues and demonstrated ability to balance a multitude of responsibilities.

- Current knowledge of Library policies, practices and procedures and appropriate interpretation of these to staff and users.
- Effective application of current developments in information resources.