



<b>Job Title:</b>	Head of Academic Information and Resource Centre
<b>Location:</b>	DBS Campus, Dublin
<b>Time of Work:</b>	8.45am – 5.15pm (with flexibility for some evenings/weekends)
<b>Reports to:</b>	Registrar

## Job Description

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The Academic Information and Resource Centre, incorporating DBS's award-winning Library, is central to DBS's strategic vision for academic quality, innovation, industry-led provision of programmes and growth. This is an exciting opportunity to lead innovation in the development of information literacy and digital technologies to enhance and support teaching and learning, scholarly activity, publishing and industry engagement across the College. As part of a dynamic team, the Head of the Academic Information and Resource Centre will be responsible for integration of the Centre with the Academic School and the Student Engagement and Success Unit (SESU) in order to provide key supports to learners and faculty to advance academic outcomes. The post holder will also be responsible for line management and development of the library and information services team. Subject to agreement, as the most senior member of the library team the Head of the Academic Information and Resource Centre may also carry out the Subject Expert function leading on delivery of DBS's MSc in Information and Library Management.

### Main Responsibilities:

- Coordinate production of a strategic plan for the development of the Academic Information and Resource Centre in line with the College's strategic objectives for academic quality, innovation, industry partnerships and growth.
- Develop the Academic Information and Resource Centre as a centre of excellence in contemporary learning and teaching with particular emphasis on facilitating access to online resources and digital learning artefacts.
- Lead on delivery of DBS's MSc in Information and Library Management.
- Interface with the Student Engagement and Success Unit to develop strategies and supports to advance student academic outcomes.

- Research, evaluate and implement state-of-the-art technologies and resources to enhance the proposition to students.
- Develop the Academic Information and Resource Centre as an innovative connectivity space for learners, faculty and DBS partners, including access to resources to connect through social media, streamed content and open-access data.
- Liaise with Faculty across the College to support excellence in programme development and delivery.
- Ensure that the Academic Information and Resource Centre team supports the teaching and learning environment and research at DBS.
- In conjunction with other Department managers, develop a strategic focus to enable and support scholarly activity and research across the College.
- Guide the Academic Information and Resource Centre team's role as publishers of research and teachers of information and digital literacy.
- Develop a team of cross-functional Library staff to ensure smooth running of the Centre and suitable student supports.
- Develop a strong team of librarians integrated across the College.
- Carry out line management responsibilities for all staff in the Centre.
- Develop and monitor the annual Academic Information and Resource Centre budget to ensure optimisation of resources.
- Work with external vendors to ensure provision of resources across a range of media, both electronic and print, to support the College's evolution towards increased online delivery.
- Manage the relationship with the Library Association of Ireland and other external bodies as required.
- Promote DBS teaching, learning and research activity through external events such as library seminars, journal launches and other events.
- Perform senior editorial duties for College journal publications.
- Participate in key College governance committees such as Academic Board, the Library Committee and the Teaching and Learning Committee.
- Participate in external QQI validation and programme review panels, leading on aspects relating to the Academic Information and Resource Centre.
- Any other such duties as commensurate with the post.

**Required Skills, Experience and Attributes:**

- An honours degree together with a postgraduate qualification in Librarianship, Information Science or related area
- At least 5 years' experience of working in an academic library/information services
- Line management experience and an ability to inspire and lead a team
- Excellent communication skills and problem-solving ability
- Ability to foster and maintain positive working relationships
- Proven ability to work under own initiative but also to work as part of a team
- Proactive, enthusiastic and student-oriented approach
- Ability to work flexibly in accordance with the requirements of the role
- A strong understanding of customer service and an appreciation of the requirements of a private educational institution
- Experience of working successfully with a broad range of stakeholders at various levels within an organisation.

*All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland on full time basis (upon being invited to interview).*

*Please refer to our privacy policy which can be found on our DBS website.*

*To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)*

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*