

Job Description

Job Title:	Head, Metadata and Cataloguing Services
Department:	Library
Reports To:	Associate University Librarian, Collections, Technology, Scholarly Communication
Jobs Reporting:	Cataloguing and Metadata Librarian; Principal Cataloguer; Supervisor: Holdings Maintenance and Inventory Control
Salary Grade:	USG 14
Effective Date:	December 2021

Primary Purpose

The University of Waterloo library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

The Head, Metadata and Cataloguing Services provides vision and leadership, strategic planning and management for all of the operational activities of the Metadata and Cataloguing Services department including the Holdings Maintenance and Inventory Control unit and the Cataloguing and Metadata unit. The Head works collaboratively to lead the development of metadata services in evolving digital and physical environments to ensure discovery and access of information resources and scholarly outputs.

The Head represents the Waterloo cataloguing and metadata function within the Tri-University Group of Libraries (TUG) and the Ontario Council of University Libraries (OCUL) and works with these partners on cataloguing and metadata policy development and implementation.

The Head works closely with other library department heads, Library Executive, committees and teams to advance the library's strategic objectives and works collaboratively to lead the department of Cataloguing and Metadata Services.

Key Accountabilities

Leadership and strategic direction

- Provides leadership and sets strategic direction for the Metadata and Cataloguing Services department and serves as a resource to Library Executive, other department heads and committees
- Develops, articulates and leads departmental goals in support of the Library's strategic plan, which may include leading library-wide projects
- Collaborates with the library executive and other department heads to develop and advance strategy and policies, set future direction and resolve issues
- Contributes to and leads organizational change; directs, models and empowers staff responsiveness to change, new directions and campus opportunities

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- Collaborates, plans and integrates equity, diversity, inclusion and accessibility (EDIA) principles into library services and processes
- Uses evidence-based, critical thinking and takes a library-wide perspective to decision making

Team management

- Creates an environment where team members work individually and collaboratively to achieve personal and departmental goals
- Hires, manages and evaluates department staff through guidance, direction-setting, coaching and performance improvement
- Assesses training needs, and develops appropriate resources and training frameworks for department members
- Creates opportunities for cross-library collaboration and key university partners
- Manages or provides input on operational and/or casual staff budgets

Development and administration of metadata procedures, programs and services

- Provides strategic leadership and oversight of metadata processes, workflows and system integrations to make best use of the library services platform, ensure access to collections and track vendor performance
- Leads the development of cataloguing and metadata services through all stages of the collection lifecycle from selection to de-selection
- Provides proactive management and oversight of the library's resource management database for quality and accuracy of the library holdings
- Works collaboratively with department supervisors to develop strategic department goals and promote continuous improvement
- Serves as a resource to library staff by providing expertise in cataloguing and metadata policies, procedures and best practices
- Advises on metadata workflow and workload issues for digital object metadata work that supports the library's digital repositories, campus digital asset management (DAM) projects that the Library is involved with and other campus projects as they arise
- Serves as the Waterloo lead on consortia cataloguing and metadata policy and procedures, providing feedback to the consortia and ensuring consortia procedures are incorporated into local practices
- Contributes to and provides leadership for the library's knowledge management strategy

Collaboration and partnership

- Ensures effective communication channels and working relationships across the library and with key partners
- Serves on University and external committees, fostering collaboration, information sharing, partnership and expertise across campus and the broader academic community
- Works with colleagues at provincial and national organizations (such as Tri-University Group of Libraries (TUG), Ontario Council of University Libraries (OCUL), Canadian Research Knowledge Network (CRKN), Canadian Association of Research Libraries (CARL) and Association of Research Libraries (ARL) member institutions) on collaborative ventures
- Collaborates with internal and external partners to translate trends in metadata, access and discovery into programs/services
- Participates in specialized teams and working groups to support the unique needs and strategic goals of the University, for example participation in grant-funded projects as a metadata specialist

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and*

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safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education <ul style="list-style-type: none">• ALA-accredited MLS/MLIS degree, or equivalent credentials and experience
Experience <ul style="list-style-type: none">• Demonstrated progressive responsibility and experience in leadership and management with a proven track record of achievement and success within a progressive organization; asset: experience in an academic library or higher education environment• Experience with strategic planning and priority setting, aligning department with organization goals• Proven experience leading and managing dynamic teams including staff development and coaching• Demonstrated experience with effective change management, planning and implementation• Experience using metrics to evaluate projects and inform decision-making• Demonstrated commitment to promoting and sustaining EDIA• Demonstrated descriptive metadata expertise including MARC/RDA and one or more non-MARC metadata formats
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent communication and interpersonal skills; ability to present and share ideas clearly and effectively; build consensus and use leadership intelligence to navigate complex issues• Commitment to fostering positive working relationships and building partnerships• Demonstrated analytical and problem-solving skills• Strong understanding of ontologies and taxonomies• Strong expertise using metadata bulk editing tools and methods• Ability to lead cross-team projects and initiatives• Proven ability to take initiative and be both creative and flexible• Demonstrated knowledge of current and emerging issues, trends, workflows and best practices in cataloguing and metadata• Familiarity with user-focused library technologies, services and tools• Asset: Knowledge of archival principles, descriptive standards and best practices

Nature and Scope

- **Contacts:** Internally, communicates with library employees at all levels to gather ideas, articulate, update and inform services and projects they are leading or accountable for. Externally, communicates frequently with users on library services, campus and consortia partners to build relationships and execute work.
- **Level of Responsibility:** Accountable for the overall results of the Cataloguing and Metadata Services department and committees they lead. The Head, Cataloguing and Metadata Services serves a critical role in developing and overseeing responsive, equitable and accessible approaches to Cataloguing and Metadata Services, ensuring strategic and efficient use of resources. The Head provides leadership, performance management, coaching and development of department staff; sets goals and direction for the team; and collaborates with library department heads and Library Executive to set and advance institutional directions and strategic priorities.
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for Cataloguing and Metadata Services and addressing changes to strategic plans by consulting with other department heads and members of the library executive. Responsible for operational, evidence-based, process-oriented decisions within

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department. Leads recruitment committees in making hiring decisions. Makes decisions related to staff performance management and evaluation.

- **Physical and Sensory Demands:** Minimal to moderate exposure to disagreeable conditions typical of a department head position in an office setting.
- **Working Environment:** This position involves moderate exposure to normal stress and pressures typical of a department head-level management position. There may be work hours outside of normal operating hours, time-sensitive activities and competing priorities, as well as occasional travel for professional development and networking purposes.