

LIBRARIAN

A. Job Purpose

Dubai Institute of Design and Innovation (DIDI) is seeking an experienced **Librarian**, who will be responsible for the development and management of the DIDI library.

Currently in development phase, the Institute will offer a four-year Bachelor of Design program, commencing in September 2018. To be considered for the role, **please submit a CV and covering letter to employment@didi.ae.**

B. Dimensions

Role Relationships	
Internal	Dean, Associate Dean, Faculty, Students, Staff
External	Vendors, Researcher Organizations, UAE University Librarians, UAE National Level Libraries.
No. of Subordinates	1

C. Principal Accountabilities/Key Results Area

- Responsible for developing DIDI's library resources, both physical and digital
- Organization, maintenance and control of books, journals and other printed publications
- Source, implement and maintain cataloguing system
- Development and control of library website and any associated image resources
- Ongoing improvement of both online and on-site resources
- Responding to requests from students/staff and all library users
- Ensure students have access to the relevant information for their courses in collaboration with faculty
- Work with Faculty to develop library resources
- Manage relationships with suppliers, order new materials as required
- Manage ongoing budget and all finances related to the library
- Day to day operational running of the library
- Management of any inter-library book loan agreements
- Ability to develop and deliver Information Literacy workshops for faculty, staff and students

D. Knowledge, Skills, Experience and Competencies	
Minimum Qualification:	Bachelor's Degree in Library Studies/Library Sciences or a postgraduate qualification in Librarianship
Experience:	<ul style="list-style-type: none"> • 5 – 7 years of relevant work experience in a Librarian role, preferably within an art and design university setting • Experience of working in a start-up environment desirable • Experience of building a new library desirable
Job Specific Skills:	<ul style="list-style-type: none"> • Exceptionally strong project management skills • Excellent working knowledge of MS products (Excel, Word, PowerPoint) • Experience in setting up Library Resources CRM and managing day to day operations • Knowledge and understanding of cataloguing systems and procedures • Excellent written and spoken English skills. Arabic desirable
Behavioural Capabilities:	<ul style="list-style-type: none"> • Excellent interpersonal skills • The ability to find and communicate information to a range of users • Information Technology skills are essential • The ability to work under pressure and to deadlines • Flexibility and the ability to work in a team