

This position is an opportunity for a two-year term contract position, with potential for renewal, with the Ontario Council of University Libraries (OCUL). A secondment from an OCUL member institution will also be considered.

Position Description

Reporting to the OCUL Executive Director, the OCUL Collaborative Futures Implementation Manager will be responsible for providing leadership in the planning and coordination of a new shared Library Services Platform (LSP) for OCUL members. Specifically, this project involves migrating member libraries from their existing Integrated Library Systems to the new shared LSP. Anticipated date of selection of the new LSP is mid-2017.

The Implementation Manager will work closely with participating libraries, vendors, OCUL staff, and Collaborative Futures task forces, working groups, and subcommittees to plan, coordinate, develop, and sustain all aspects of the process including migration, testing, implementation, launch, and training.

The position requires a creative approach to project management and leadership. Also required is an in-depth understanding of system capabilities and the direct and indirect impacts of the new shared LSP on member library workflows and services. The successful candidate is expected to exercise initiative, flexibility, and possess the capability to work well with a large and diverse set of stakeholders on a high-profile project.

Once the migration is complete, the Implementation Manager may continue to work on coordinating OCUL-wide technology initiatives involving the new LSP, as well as other key applications and services.

Duties and Responsibilities

- 50% *Coordinates with libraries, vendors, and OCUL staff to plan, test, implement, and launch the new LSP. Duties include articulating and adhering to project goals and objectives; proposing solutions to complex problems; consensus building among team members and stakeholders; ensuring timelines are met; working within established project governance processes; project communication; meeting facilitation; creating and/or providing documentation; and preparing reports.

- 15% *Works with member libraries to develop consortial policies and practices that maximize benefits of the new system to stakeholders (both staff and users). Duties include identifying potential workflow improvements and efficiencies in acquisitions, cataloguing, circulation, resource sharing, and discovery system functionality and working with Collaborative Futures team members, library staff, and vendor representatives to develop and enhance system capabilities and functionality.
- 15% * Coordinates training and consultation among participating institutions and the LSP vendor.
- 10% *Serves as Collaborative Futures' primary representative to the vendor. Represents Collaborative Futures to vendors, to participating and non-participating institutions throughout OCUL, and at applicable professional conferences and meetings.
- 5% Maintains flexibility and awareness of changes and needs in OCUL by assuming similar duties and responsibilities as assigned
- 5% Participates in OCUL staff meetings and other departmental activities as required.

* = essential deliverable of the incumbent

Qualifications

The ideal candidate will have a combination of the following experience and skills:

- Master's degree in Library and Information Science or equivalent from an ALA-accredited program or Master's degree in computer science or information systems
- University degree in another field of specialization
- Outstanding written, verbal, and presentation skills;
- Excellent organizational and analytical skills;
- Demonstrated ability to manage large projects with high complexity;
- Ability to manage projects in a collaborative team environment with colleagues distributed over a wide geographic area;

- Ability to establish and maintain effective working and collaborative relationships;
- Experience working with technology or systems vendors or suppliers;
- Advanced knowledge of the methods and practices associated with implementing enterprise higher education systems;
- Ability to adapt to rapidly evolving conditions, troubleshoot, and overcome challenges;
- Ability to report to internal and external audiences regarding progress and challenges;
- Willingness to travel in Ontario as required.

Additional Preferred Qualifications

Experience in one or more of the following areas: product or program management, usability and interface design, assessment, software development;

- Project Management Professional (PMP) certification;
- Experience implementing or administering enterprise software systems/applications;
- Library systems experience;
- Academic libraries experience;
- Consortia or higher education system experience;
- Proficiency in MS Project, Word, Excel, and PowerPoint;

Location: The OCUL office is located at Robarts Library, University of Toronto, St. George St. campus. The Implementation Manager will need to meet regularly with the vendor, OCUL Executive Director and OCUL staff. In addition, there will be frequent consultations and meetings with OCUL Directors and staff employed at our member institutions. Virtual meetings are common practice in OCUL. Periodic face-to-face meetings will also be required. Given the nature of this project and our practices, OCUL is open to tele-work proposals from Ontario-based applicants.

Experience: 5 to 10 years of relevant experience or an equivalent combination of education and experience.

Compensation: Salary is commensurate with qualifications and experience

Availability: The position is open until filled. The anticipated start date is May 2017.

Application Process:

Qualified candidates who wish to apply should submit a resume, cover letter and salary expectations to John Barnett, OCUL Executive Director, by email: oculrecruit@cou.on.ca (quoting “OCUL CF Implementation Manager” in the subject line).

Review of applications is anticipated to begin April 2017.

COU/OCUL is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

COU/OCUL is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.

For information about OCUL, visit <http://ocul.on.ca/>

For information about Collaborative Futures, visit <http://ocul.on.ca/projects/collaborative-futures>