

## JOB DESCRIPTION

<b>Job Title</b>	<b>Librarian</b>
<b>Reports to</b>	<b>Vice President &amp; Registrar</b>
<b>Grade</b>	<b>Manager</b>
<b>Location</b>	<b>Penang, Malaysia</b>

### About RUMC Library

RUMC library has a small print collection, and users have the access to e-library collections at RCSI and UCD. The library team currently comprises of two paraprofessional library assistants. The physical library has approximately 50 seats, is staffed from 9am to 6pm and is also available as a study facility outside those hours.

### Roles and Responsibilities

The objective of this post is to deliver professional librarian support services to staff, students and stakeholders of RUMC.

### Specific Responsibilities include:

- Day to day management of RUMC Library and overseeing the delivery of services to RUMC.
- Directing, supervising and training library staff, including conducting performance reviews as required by RUMC.
- Providing information and outreach services including but not limited to: information about, and promotion of, library facilities, resources and services, literature searching, document delivery services through a library website.
- Providing information literacy/information skills training for RUMC students as aligned with curricula requirements.
- Providing a consultation service to staff and students, including comprehensive reference, literature and systematic review searching assistance in health sciences disciplines.
- Managing library collections, including evaluating and selecting resources to meet the dynamic needs of campus research, clinical and teaching activities.
- Developing supporting documents for library staff training, library policies and procedures, and content for the library website.
- Library administration including but not limited to: rotas, accounts, monitoring library space and facilities, compiling and analysing statistical and management information as required.
- Maintaining working relationships with university departments to ascertain and meet user requirements, and to deliver timely, effective and relevant services.
- Monitoring and evaluating trends in library management, services and new technologies and making recommendations appropriate to the scope and scale of RUMC library.
- Representing the library on internal or external committees as required; engaging with the Malaysian Medical Librarian Group (MLG) and undertaking continuing professional development activities relevant to the role.
- Ensuring that all RUMC policies and procedures including RUMC Health and Safety regulations are adhered to.
- Undergoing programmes of training and development (CPD) as may be required from time to time.
- Representing the best interests of the Library/RUMC at all times.
- Performing such other appropriate duties as may be required from time to time.

### Person Specification:

#### Required

- A Primary Degree and a recognised postgraduate qualification in Library and Information Science or equivalent.

- 3-5 years' experience and recent supervisory experience in a library setting.
- Evidence of strong customer service focus.
- Excellent communication, interpersonal, problem solving, people management and organizational skills.
- Previous experience in a hospital or academic or health sciences library.
- Ability to take the initiative, work independently and collaboratively as part of a team.
- Demonstrated ability to develop and present instructional material.
- Demonstrated ability to provide reference, literature and systematic review searching assistance in specialised subject areas.
- Demonstrated project management and financial management skills

**Desirable**

- IT skills appropriate to the position.
- An innovative approach to hospital/health library services.
- Evidence of commitment to continuing professional development (CPD).

**The appointment process and how to apply**

For informal enquiries about the role please contact Dr Devaki Nagaya, Deputy Registrar at [devaki@rcsiucd.edu.my](mailto:devaki@rcsiucd.edu.my) .

Interviews will take place in the first quarter of 2022. The position is available from the second quarter of 2022.

To apply for the role, please email your formal CV with complete contact details, current and expected salary and contact details of three (3) referees to:

**THE HUMAN RESOURCE DEPARTMENT  
RCSI & UCD MALAYSIA CAMPUS**

4, Jalan Sepoy Lines, 10450 George Town, Penang, Malaysia.

e: [hr@rcsiucd.edu.my](mailto:hr@rcsiucd.edu.my)

t: +604 217 1999 f: +604 228 7272

Deadline for applications is **30 January 2022**. Only shortlisted applications will be notified.