



Further Particulars

HEAD

MEDICAL  
SCIENCES LIBRARY

## Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent University that serves mainly the English-speaking territories of the West Indies. These countries listed hereunder all contribute to The UWI:

Anguilla, Antigua & Barbuda, Bermuda, The Cayman Islands, The Commonwealth of the Bahamas, Barbados, Belize. The British Virgin Islands, The Commonwealth of Dominica, Grenada, Jamaica, Montserrat, St. Christopher & Nevis, St. Lucia, St. Vincent & the Grenadines, The Republic of Trinidad & Tobago, Turks and Caicos.

Our annual output of graduates, Caribbean-focussed research and policy advice provided to governments and the private sector, continue to have a profound influence on the English-speaking Caribbean, contributing to the region's stability and its relative wellbeing.

### OUR HISTORY

The UWI is the oldest, fully regional institution of higher learning in the Commonwealth Caribbean.

The UWI began at the Mona Campus, Jamaica, in 1948 as a College of the University of London; and in 1962 achieved full university status. The St. Augustine Campus in Trinidad and Tobago was established in 1961 and in 1963 a third Campus was established at Cave Hill in Barbados. In 2008 the University established a fourth Campus – The Open Campus – to better manage and expand multi-mode delivery of its programmes.



### OUR FACULTIES

The eight Faculties of The UWI offer a wide range of Undergraduate, Master's and Doctoral programmes in Food & Agriculture, Humanities & Education, Engineering, Law, Medical & Veterinary Sciences, Science & Technology, Social Sciences and Sport. Several of these have programmes that are delivered through distance mode.

Visit us online at <http://www.uwi.edu/> to find out more about The UWI or [www.sta.uwi.edu](http://www.sta.uwi.edu) for more on the St. Augustine Campus and the region we serve!



## THE ST. AUGUSTINE CAMPUS, FACULTY OF MEDICAL SCIENCES

The Faculty of Medical Sciences was founded in 1948 at Mona, Jamaica as a College of the University of London.

In 1989, teaching began at the Faculty of Medical Sciences, St. Augustine for medical, dental, veterinary and pharmacy students. In 2005, the first cohort of nursing students was accepted and in 2012, the BSc Optometry was added to the Faculty of Medical Sciences' programmes.

The Faculty is located mainly on the Eric Williams Medical Sciences Complex, Mt. Hope, which is situated approximately eight (8) miles from Port of Spain and (2) miles from the main Campus at St. Augustine.

## THE MEDICAL SCIENCES LIBRARY

The Medical Sciences Library (MSL) of UWI St Augustine Campus was founded in 1989. The MSL encourages the growth and development of its staff, provides efficient and timely access to competitive, relevant and accurate information to its clients, and contributes proactively to the teaching and learning enterprise of the Faculty of Medical Sciences.

Its mission is realized through the development and leveraging of technology and staff expertise in the selection, acquisition, processing, preservation and dissemination of multi-faceted physical and virtual information resources, and in the provision of excellent access, reference, research and instructional services.

The Library provides services such as reference and circulation, print, electronic and multimedia resources, internet access; document delivery; inter-library loans; photocopying, printing and scanning as well as information literacy instruction. It offers a collection of over 38,000 items, ranging from books and bound serial volumes to multimedia items. Apart from hard copy items, the library also provides access to 49 health research databases. These databases include BioMed Central, ELSEVIER Science Direct, International Pharmaceutical Abstracts, Medline, Up-to-date, MICROMEDEX® Healthcare Series and are

supplemented by a wide range of health science e-journals and e-books. Special facilities include 4 seminar rooms, a multimedia-equipped group viewing room, a student computer lab and 24/7 Study facility.

## DUTIES OF APPOINTEE

The duties of the appointee are as follows:

- In collaboration with the Dean, and Campus Librarian when appropriate, participates in the development and execution of strategic plans and roadmaps to ensure that Library adequately supports the established mission and vision of the Faculty, Campus Libraries and The UWI.
- Works closely with the Campus Librarian and Dean, FMS in library- and university-wide initiatives
- Represents the Library on campus committees at the request of the Principal/ Campus Librarian/ Dean, FMS.
- Manages recruitment, hiring, orientation, supervision, training, and evaluation of professional and support staff of the MSL and works with the St. Augustine Campus Human Resources Department in workforce and succession planning.
- Ensures the provision of quality services to the FMS including clinical sites and offsite locations and coordinates the assessment and the impact of these services while developing new service models/services.
- Oversees the development of a core collection of print and online resources in support of the education, patient care and research missions of the Faculty.
- Directs the development of user education programmes and tools to support the evolving curriculum and research of the Faculty.
- Presents on work-related topics and research at professional and scholarly conferences, symposia, workshops, or in scholarly publications.
- Serves on professional and scholarly associations/committees/work groups at the national, regional, and international level as appropriate to position and area of expertise.

Tenure of Appointment – Appointment as Head, MSL will normally be for (3) years in the first instance, with eligibility for renewal.

Subsequent to the first appointment a member of staff who has served in an academic position in this or some other university for a period of six (6) years will be eligible for consideration for appointment on indefinite tenure.



Research – Persons appointed to posts in the Faculty of Medical Sciences – St. Augustine, will be expected to actively participate in research activities pertaining to his/her field.

### QUALIFICATIONS

The successful candidate must possess a Master’s Degree in Library and Information Science.

### EXPERIENCE

A minimum of five (5) years’ experience in a senior leadership role in a library or related institution is required. Experience obtained in a health sciences environment is preferred, but academic or special library experience will also be considered.

### SPECIAL RESPONSIBILITIES

The Head of the MSL serves as a member of the Senior Management Team of the St. Augustine Campus Libraries, and the Executive Committee of the Faculty Medical Sciences (FMS).

Working with the Campus Librarian, and the Dean of the Faculty, the incumbent establishes strategic goals and objectives, determines enterprise wide activities and collaborations, interprets and initiates policy, and is responsible for the overall development of the MSL. This leadership position provides unique opportunities for a creative individual to help bring innovation from concept to practice.

### PERSONAL ATTRIBUTES

The Campus Libraries places high priority on individuals who can work well in a team environment. Candidates must also possess:

- Advanced leadership and management capabilities as well as specialized technical and professional skills.
- The ability to define high-level objectives and ensure their translation into practical implementation strategies, and provide a clear sense of direction in a sometimes uncertain environment.
- Excellent verbal and written communication skills with proven ability to work and to communicate effectively with diverse.

- Evidence of active participation, involvement, and leadership in national, regional, or international professional or scholarly associations.
- Demonstrated knowledge of current trends and issues in medical and academic librarianship, and higher education
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### REMUNERATION PACKAGE

ANNUAL SALARY RANGE:

Deputy Campus Librarian: Minimum - \$387,120.00  
 Maximum - \$428,760 .00  
 (US\$1.00 - TT\$6.79)

### BENEFITS:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00 (TT\$ equivalent) on appointment and normal termination;
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) – TT\$20,717.00 per annum
- Institutional Visit Allowance – TT\$ 7,200.00 per annum
- Book Grant – TT\$6,000 per annum
- Contributory Health Insurance – 50%
- Group Life insurance Scheme

The Registry  
 St. Augustine  
 File # 187/16 IV  
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