



**UWI**  
ST. AUGUSTINE  
CAMPUS

# **Librarian III**

## **FURTHER PARTICULARS**

# Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

## Ranked Among the Best

### Only Caribbean University Ranked Among BEST IN THE WORLD



An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

## About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

## Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

## Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

# About the 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, which is situated approximately eight (8) miles from Port of Spain and two miles from the main campus at St. Augustine. Other clinical teaching sites include the Couva Multi-training Facility, San Fernando and Port of Spain General Hospitals, Sangre Grande Hospital, Mt. Hope Maternity Hospital and Community Clinics across the country.

## *The Medical Sciences Library*

The Medical Sciences Library 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, research consultations including support for Systematic reviews, document delivery, interlibrary loans photocopying, printing and scanning as well as instruction on knowledge resources. It offers a collection of over 38,000 items, ranging from books and serial volumes to multimedia items.

The Library also provides access to 49 health research databases. These databases include Biomed Central, Medline, Cinahl, Up-To-date, Micromedex, Vet Lexicon, Dentistry and Oral sciences Source and are supplemented by a wide range of health science e-journals and e-books. Special facilities include 4 seminar rooms, a multi-purpose Lab, student computer Lab, a dedicated Post-graduate study room, collaborative spaces and a 24/7 reading room.

### *Tenure of Appointment*

Appointment as Librarian III will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Further details may be obtained from the Campus Registrar,  
The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

### *Research*

The University of the West Indies supports the research activities of permanent members of staff by providing study leave, special leave for scholarly purposes, and sabbatical leave, as well as offering funding for research trips, fieldwork, institutional visits, conference participation and organisation, and research assistants. For more information on research funding, see

<http://sta.uwi.edu/research/funding.asp>

## Librarian III

### *Qualifications and Experience*

The successful candidate must possess a Master's Degree from a recognized university, which should be in Library and Information Science/Studies or a closely related field.

Candidates should also possess:

- At least five (5) years' experience working in an academic library
- Significant experience in providing teaching, learning and research support services including the provision of reference consultations, and conducting in depth literature searches
- Demonstrable experience in conducting liaison programmes through outreach
- Considerable experience in the provision of instruction on the use of databases and other Library resources in Medicine and the health sciences
- Experience managing Library Teams
- Extensive knowledge of information resources and databases in the health sciences
- Demonstrable knowledge of and experience in Collection development and management
- Significant competence in developing policies and procedures to ensure quality services
- Demonstrable knowledge of current trends in academic health sciences libraries

Candidates with the following would have an advantage:

- Experience working in a health sciences library
- Experience with Library Management systems (Aleph) and Citation Management software

- Active participation in continuing professional development activities
- Demonstrable experience in contributing to the development of Library services through harnessing of appropriate technologies and communication channels
- Proficiency in the use of citation management styles and software in the medical sciences
- Conversant with and knowledge of digital and emerging technologies to support teaching, learning and research

Experience in conducting research and contributing to the published literature on Library and Information Science would be considered an asset.

### *Special Responsibilities*

- Working collaboratively with the University and Campus Libraries' Teams as well as the Schools and Departments of the Faculty of Medical Sciences
- Managing one of the Units of the Medical Sciences Library
- Working evening and weekend shifts
- Developing current awareness services for students and faculty of the Faculty of Medical Sciences
- Conducting research and contributing to the body of published literature on Library and Information Science
- Coordinating and providing reference consultations and conducting in-depth literature searches
- Providing and coordinating support for Systematic reviews and other scholarly communication
- Conducting and supporting outreach and liaison services and programmes for FMS Schools

- Coordinating and providing instruction on the use of databases and electronic resources
- Contributing to the development of Library services
- Developing policies and procedures to ensure quality service
- Reviewing and evaluating resources for Collection development in accordance with Academic and Institutional goals
- Providing support for services at Clinical sites.
- Developing services in Research Data Management
- Contributing to the review and evaluation of resources for collection development in the accordance with academic and institutional goals
- Evaluating sources of health information and resources on evidence-based medicine

### *Personal Attributes*

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Be able to work in cross-functional teams
- Have a high level of professionalism
- Be committed to service excellence and improving the user experience
- Be self-motivated
- Be able to multitask effectively
- Be critical and a strategic thinker
- Have good decision-making abilities
- Have strong leadership potential
- Be able to engage, collaborate, build relationships and network locally, regionally, and internationally

# Remuneration Package

## *Annual Salary Range:*

Librarian III:

Minimum: TT\$ 299,916.00 per annum

Maximum: TT\$ 333,456.00 per annum

## *Benefits:*

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- 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 (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme

*The Registry*

*St. Augustine*

*File # 67/7/14 I*

*2022 November*

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