

Knowledge Centre Manager (Permanent Role)

Purpose of this role

The main responsibilities of the Knowledge Manager are to support IMI participants to access and use academic and other materials to support them in optimizing their learning journey. IMI participants on Graduate Studies programmes are registered students of UCC and have access to all of UCC's library resources, so the IMI Knowledge Centre plays a key liaison role between IMI and UCC. The appointee will report to the Director of Education Services and Quality.

About us

Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities. IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition - unlocking their potential and giving them the skills to deliver exceptional performance.

We've been shaping world-class executives for over sixty years. Founded by business leaders, for business leaders, in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.

Any day spent at IMI challenges assumptions, deepens perspective and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.

IMI. Inspiring Leadership Performance.

Key Responsibilities

(This job description outlines the primary duties and requirements of the position. It is not intended to be an exhaustive list of all duties and responsibilities. IMI reserves the right to amend and change the job description as needed.):

- Providing learner support in terms of critical thinking, structuring assignments, sourcing appropriate material, academic referencing etc. The IMI Knowledge Centre is the first port of call for IMI participant to seek guidance on dealing with assignments. The Knowledge Centre supports IMI programmes through the design and delivery of information skills training and through the provision of supporting material, online guides and tutorials.

- Facilitating participants on Graduate Studies programmes and Health Services Leadership Academy Programmes, in accessing the electronic resources available through IMI and UCC's databases.
- Managing IMI's book and e-book collection by identifying, selecting and evaluating library resources to ensure collections are current and adequately reflect the needs of our customers / participants.
- Providing access to appropriate materials for IMI members and participants on non-validated programmes.
- Manage the Library budget and liaise with suppliers to secure best value for money for IMI. Lead, train and develop the library team.
- Develop and deliver a strategic plan for the Knowledge Centre to support IMI's strategic objectives for academic quality, innovation, and growth.
- Develop the service as a centre of excellence in learning with an emphasis on a pro-active reference service, facilitating access to and discovery of online resources, and digital learning support content.
- Effectively market and promote library services and resources to maximise awareness and usage both internally and externally.
- Support IMI Member Companies to access appropriate library resources.
- Other ad hoc duties as may be required.

Work Location and Virtual Work: This role will be based at Irish Management Institute's headquarters in Dublin, Ireland. However, occasional travel within Ireland and internationally may be required to attend meetings, conferences, and client engagements.

IMI recognizes the importance of flexible work arrangements and promotes a hybrid work model that combines in-person and virtual work. The employee will have the flexibility to work remotely for a portion of their working hours, subject to operational requirements and the agreement of their line manager as outlined in the Hybrid and Flexible working policy.

Candidate Requirements

- A Postgraduate qualification in Library and Information Science (Level 9 on the National Framework of Qualifications)
- Experience in a leadership role in an academic environment with a focus on remote service provision.
- Proven success in:
 - Leading and motivating teams
 - Budgeting and financial management
 - Designing and delivering of information literacy training
- Excellent communication, influencing and presentation skills, with strong attention to detail.
- Strong ability to build personal rapport with a wide range of stakeholders.

Preferred Competencies

- Knowledge of organizational/leadership development, management, coaching and training concepts and trends in these areas
- Demonstrable flair for creativity and innovation
- Strong understanding of IT and its role in Library service delivery
- Professional, flexible approach and be able to work outside standard business hours as required.

IMI is strongly committed to protecting your personal information and we process and protect your personal data in accordance with our Privacy Notice which can be accessed on our website at the following address <http://www.imi.ie/about-imi/careers-imi>

IMI is an equal opportunity employer.

IMI's Values

IMI's Values and Behaviours Framework identifies 6 core Values that we fundamentally believe in as central to our culture, brand and organisational identity.



To ensure IMI recruit the right people to join our team, people who actively reflect our values and culture, we take a competency-based approach to interviewing. Candidates called to interview will be asked a series of competency questions to allow them to demonstrate how their knowledge, skills and attitudes align with IMI's values and culture.

How to apply:

All applications must be submitted through IMI's applicant tracking system at:

<https://imi.peoplehr.net/Pages/JobBoard/Opening.aspx?v=c9d281a4-fb47-4d1f-9a04-ad765a362f20>

Closing date for applications is 5pm Friday 4 August 2023

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.

Please Note that Candidates must have a valid visa/work permit.

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