

Job Description and Person Specification

Last updated: 26 January 2021

JOB DESCRIPTION

Post title:	Associate Director (Collections, Technology and Systems)		
Academic Unit/Service:	Library and Arts		
Faculty:	Student Experience		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	6
*ERE category:	n/a		
Posts responsible to:	Director of Library Services and Arts Strategy		
Posts responsible for:	Head of Library Collections Management, Technologies and Systems (MSA 5), Head of Collections, Acquisitions and Discovery (MSA 5)		
Post base:	Office-based (see job hazard analysis)		

Job purpose
The post holder is a member of the Library Senior Leadership Team responsible for directing, developing and overseeing library strategy, policy and planning and ensuring alignment with and support for University strategic objectives. The Associate Director leads strategic development of physical and electronic content and collections in support of the portfolio of academic programmes and research across all Faculties and subject areas. With responsibility for the deployment of the information and content budget (currently £5 million) the post holder ensures an appropriate balance of expenditure on information in a complex and challenging funding environment to meet strategic priorities. The post is also responsible for the delivery of core digital business systems and critical digital infrastructure The role has a direct bearing on the University's ability to meet academic objectives and the student learning experience.

Key accountabilities/primary responsibilities	% Time
1. Develop strategic plans for the University Library as a member of the Senior Leadership Team, ensuring alignment of departmental support with University strategic objectives. Lead the development and take strategic responsibility of the management of physical and digital collections ensuring services are easy to access in person or online and for planning library content strategy in line with the needs of academic colleagues. Ensure effective quality and continuous improvement by setting strategic objectives, developing service standards and KPIs, monitoring service performance and progress and working collaboratively with internal and external stakeholders to ensure effective development and delivery of the area of work.	20%
2. Take responsibility for strategic oversight of Library budgets for information and content (more than £5million). Ensure compliance with University financial regulations and procurement rules, monitor financial outturn based on analysis and benchmarking, provide specialist input to financial forward planning based on expert knowledge of changes in academic publishing and the licensing of information and content. Negotiate and develop approaches to provide information in support of partnerships, particularly the formal arrangements with NERC, NHS, overseas partners and commercial partnerships.	20%
3. Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the Library and Arts strategy.	10%
4. Develop strategies for the deployment of information and content resources and learning spaces to ensure appropriate fit and support for University strategic objectives, including developing processes to support new programme and research area developments. Lead or participate in cross-University strategic projects with other professional service areas or faculties, bringing specialist knowledge to such developments	10%
5. Lead the development of access to content via metadata for collections, including building the expert knowledge of the teams to provide support and guidance to other teams, e.g., by providing technical and metadata support for institutional repository development and by developing the contribution of the team to second line support	10 %
6. Lead development of innovative discovery and access infrastructure to ensure effective use of digital content and ensure seamless access to physical and electronic collections including responsibility for the development and effective utilisation of the digital repository platform (E-prints).	10 %
7. Lead key strategies and their operational implementation through service development, projects and programmes including responsibility for digital transformation and a programme of collection management activities which will underpin the library estate transformation.	10 %
8. Initiate, mediate and support the development of content-related externally funded projects which will promote the strategic needs of the University, deliver service benefits and enhancements.	5 %
9. Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Departmental and University senior management External customers Relevant suppliers and external contacts Faculties and Professional Services

Special Requirements
- To form part of the Senior Leadership team on-call and out-of-hours emergency rota. - There may be occasions where you may be required to work outside of your normal working hours. - Post holders may be asked to work at various campus locations to support the delivery of their role.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Professionally qualified with a relevant degree/postgraduate qualification in a field relevant to this post, e.g., Library and Information Science. Proven senior management and leadership experience and demonstrable success in a service-orientated organisation, including evidence of successfully managing change in an area of work relevant to the current post Experience of strategic and technical change management projects showing awareness of and interest in the application of technology to enhance services and deliver content. Evidence of developments in academic publishing and the impact on access to information including open access developments Evidence of understanding of IT systems and e-resource management and procurement	Membership of a relevant professional body and commitment to the professional area of work evidenced by engagement with professional or sector bodies. PRINCE2 or similar project management qualification.	
Planning and organising	Able to plan and direct a relevant specialist or professional area, such as development and discovery of digital content or in a technical services area Able to organise major new initiatives, with little or no precedent Evidence of collaborative and effectively work with colleagues outside direct responsibility, e.g., in delivering organisation wide or external projects		
Problem solving and initiative	Able to develop significant new concepts and original ideas within the field in response to intractable issues of importance to the University.		
Management and teamwork	Demonstrating an inclusive leadership style based on a collegiate approach and an ability to		

	work collaboratively with staff at all levels Able to foster positive relationships with others across the University including proactive work with others senior managers to achieve key deliverables. Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved. Evidence of effective business relationships with suppliers and publishers		
Communicating and influencing	Able to negotiate effectively on behalf of the department or University on key issues. An excellent communicator, with the ability to develop and lead key communications strategies for the area of work within the department and d externally. Able to demonstrate a strong user and stakeholder focus and an anticipatory and agile and responsive approach to user requirements		
Other skills and behaviours	Evidence of financial & commercial acumen associated with information and content procurement in a relevant field Experience of managing budgets		
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (e.g.: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles (e.g.: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (i.e.: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others