

# P9801 Job Description and Person Specification

Last updated: 26 January 2021

## JOB DESCRIPTION

|                        |                                                                                                                                                                                                                                                      |        |   |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---|
| Post title:            | <b>Deputy Director Library Services</b>                                                                                                                                                                                                              |        |   |
| School/Department:     | Library & Arts                                                                                                                                                                                                                                       |        |   |
| Faculty:               | Student Experience                                                                                                                                                                                                                                   |        |   |
| Career Pathway:        | Management, Specialist and Administrative (MSA)                                                                                                                                                                                                      | Level: | 7 |
| Posts responsible to:  | Director of Library Services and Arts Strategy                                                                                                                                                                                                       |        |   |
| Posts responsible for: | Head of Digital Scholarship and Innovation, Head of Open Research and Publication Practice, Head of Research Data and Intellectual Property, Head of Archives and Special Collections, Head of Curriculum Engagement, Head of Collections Engagement |        |   |
| Post base:             | Office-based                                                                                                                                                                                                                                         |        |   |

| Job purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>The role leads on University teaching, learning and research engagement across the institution and externally. The role has a direct bearing on the University's ability to meet objectives associated with teaching and research. A key aspect of the role is resource allocation, with strategic responsibility with the Director and senior leadership team in planning and delivering the Library's overall budget and human resource allocation, which will involve strategies for investment and savings.</p> <p>Responsible for championing and overseeing the long-term strategy, policy and planning of departmental input in order to forward the Library strategic objectives. The remit includes strategy and policy development, operational analysis and benchmarking, production and presentation of reports, position papers and business cases including financial data and resource planning for service development and projects.</p> |

| Key accountabilities/primary responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | % Time |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <p>1. Develop strategic plans for the University Library and the wider University, ensuring alignment of departmental support with University strategic objectives, leading cross-University strategic projects and taking responsibility for overall library budget and human resource allocation, including strategies for investment and savings.</p> <p>Responsible for management of business planning and delivery of KPIs, overarching responsibility for a budget of over £5million the development of analytics in order to ensure continuous improvement and delivery of cross-University strategic projects with other professional services or Faculties, bringing specialist knowledge to these developments.</p> <p>Deputising in the absence of the Director or at their request, representing the department at the most senior levels both internally and externally.</p> | 20%    |

| Key accountabilities/primary responsibilities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | % Time |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 2.                                            | <p>Lead on teaching, learning and research engagement, setting strategic objectives in order to support the University strategy in relation to teaching and research.</p> <p>Responsible for creating new strategies and practices for increased engagement across all areas of the library, ensuring the role of the library and the breadth and depth of its collections are understood and engagement is embedded across the University to help the department function raise its profile both internally and externally.</p>           | 20 %   |
| 3.                                            | <p>Lead major projects driven by the strategic plans of the University including initiating, mediating and supporting externally funded projects which will promote the strategic needs of the University, and deliver service benefits and enhancements.</p> <p>Lead the development of institutional policies and audit frameworks for research outputs and data, monitoring compliance with funder requirements developing the use of reporting and analytics, provide the data needed to support University level decision making.</p> | 20%    |
| 4.                                            | <p>Responsible for the leadership, performance management and development of team members, including conducting an annual appraisal to ensure that individual contributions are maximised, and succession plans are in place.</p> <p>Responsible for all line management duties including recruitment, induction and motivation of staff.</p> <p>Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the Library and Arts strategy.</p>                                            | 10%    |
| 5.                                            | <p>Lead the growth of strategic partnerships c partnerships and collaborations with external organisations and peer libraries internationally in order to proactively enhance the University's international reputation.</p> <p>To play a leadership role in the broader library community, representing the University and growing key stakeholder relationships by taking senior roles in National and International committees, groups and forums such as RLUK and SCOUNL to input to National strategy.</p>                            | 10%    |
| 6.                                            | <p>Responsible for monitoring, reviewing and embedding new technologies to support personalised study and scholarship. In close collaboration with internal and external stakeholders embed and lead the development of scholarly communications and digital scholarship in order to support the visibility and impact of the University of Southampton educational delivery and research outputs.</p>                                                                                                                                     | 10%    |
| 7.                                            | <p>Lead the development of Special Collections and Archives to support the visibility and impact of University of Southampton collections for research and education, embedding the Library in all areas of curriculum development. Responsible for realising the full research potential of the Library's collections by building effective working relationships with academic colleagues.</p>                                                                                                                                           | 5%     |
| 8.                                            | <p>Any other duties as allocated by the line manager following consultation with the post holder.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5%     |

| Internal and external relationships                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>Department and University senior managers including University Executive</p> <p>Other managers and library teams</p> <p>Library users and stakeholders</p> <p>Relevant external stakeholders and partners</p> <p>Professional bodies and working groups as relevant to the area of responsibility, e.g. JISC RLUK and SCOUNL</p> <p>Staff, students and visitors</p> <p>Faculties and Professional Services</p> |

| Special Requirements                                               |
|--------------------------------------------------------------------|
| To form part of the Senior Leadership team on-call emergency rota. |

## Special Requirements

- 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 | <p>Skill level equivalent to achievement of a professional qualification or postgraduate qualification in a field relevant to this post, e.g. Library and Information Science.</p> <p>Proven leadership experience in a range of demanding and influential roles.</p> <p>Experience of strategic and technical change management projects showing awareness of and interest in the application of technology to enhance services and deliver content.</p> <p>Evidence of awareness of developments in research including scholarly publishing open access and research data developments</p> <p>An excellent understanding of the Higher Education sector, including the scale, range and complexity of a Russell Group university.</p> <p>An excellent understanding of the development of scholarly resources, including unique collections.</p> <p>Experience of managing a multi-million budget effectively</p> | Chartership or Fellowship with CILIP (Chartered Institute of Library and Information Professionals) (or equivalent). |                    |
| Planning and organising                  | <p>Able to champion and oversee the Department's contribution to the university's strategy and to lead on the Department's strategies and plans.</p> <p>Able to lead projects and new initiatives, with little or no precedent;</p> <p>Proven ability to manage initiatives and projects (varying in size and complexity) to achieve required outputs in terms of cost, programme and quality;</p> <p>Evidence of collaborative and effectively work with colleagues outside direct responsibility, e.g. in delivering organisation wide or external projects</p> <p>Experience of business and budget planning ensuring alignment of resources with departmental and university objectives</p>                                                                                                                                                                                                                     |                                                                                                                      |                    |
| Problem solving and initiative           | <p>Able to make judgements on significant new problems where precedent may not apply.</p> <p>Able to develop innovative solutions and practical implementations for strategic change.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                      |                    |
| Management and teamwork                  | <p>Able to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the university.</p> <p>Able to recognise and deal with obstacles and difficulties so that teams can deliver.</p> <p>Able to demonstrate leadership and to raise performance standards throughout own work areas.</p> <p>Demonstrating an inclusive leadership style based on a collegiate approach and an ability to work collaboratively with staff at all levels.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                      |                    |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                               | <p>Able to foster positive relationships with others across the University including proactive work with others senior managers to achieve key deliverables.</p> <p>Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.</p> <p>Evidence of effective business relationships with suppliers and publishers.</p>                                                                         |  |  |
| Communicating and influencing | <p>Able to establish and build major relationships with key stakeholders.</p> <p>Able to use influence to develop and position the library service in order to deliver strategies</p> <p>Able to negotiate effectively on behalf of the department or University on key issues.</p> <p>An excellent communicator, with the ability to develop and lead key communications strategies for the area of work within the department and externally.</p> |  |  |
| Other skills and behaviours   | Ability to lead and manage change through an organisation.                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| Special requirements          |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |

## JOB HAZARD ANALYSIS

### Is this an office-based post?

|                                         |                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.                                                                                                                 |
| <input type="checkbox"/> No             | <p>If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.</p> <p>Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.</p> |

## - 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<br>(<30% of time) | Frequently<br>(30-60% of time) | Constantly<br>(> 60% of time) |
|------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------|-------------------------------|
| Outside work                                                                                         |                                |                                |                               |
| Extremes of temperature (eg: fridge/ furnace)                                                        |                                |                                |                               |
| ## Potential for exposure to body fluids                                                             |                                |                                |                               |
| ## Noise (greater than 80 dba - 8 hrs twa)                                                           |                                |                                |                               |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |                                |                                |                               |
| Frequent hand washing                                                                                |                                |                                |                               |
| Ionising radiation                                                                                   |                                |                                |                               |
| EQUIPMENT/TOOLS/MACHINES USED                                                                        |                                |                                |                               |
| ## Food handling                                                                                     |                                |                                |                               |
| ## Driving university vehicles (eg: car/van/LGV/PCV)                                                 |                                |                                |                               |
| ## Use of latex gloves (prohibited unless specific clinical necessity)                               |                                |                                |                               |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)                                         |                                |                                |                               |

| PHYSICAL ABILITIES                                       |  |  |  |
|----------------------------------------------------------|--|--|--|
| Load manual handling                                     |  |  |  |
| Repetitive crouching/kneeling/stooping                   |  |  |  |
| Repetitive pulling/pushing                               |  |  |  |
| Repetitive lifting                                       |  |  |  |
| Standing for prolonged periods                           |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: 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                                |