

Job Description

Post title: **Collections Development Manager**

Date last updated/evaluated: September 2025

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Standard Occupation Code:	2471
School / Department:	Collections, Technology and Systems
Faculty / Directorate:	Library Services
Job Family:	Management, Specialist and Administrative (MSA)
Grade:	Level 4
ERE Pathway (if applicable):	Not applicable
Post reporting to:	Head of Collections Management, Technology and Systems
Post line report(s):	Direct: MSA3 Principal Library Assistants - Indirect: MSA2B Senior Library Assistants, MSA2A Library Assistants, MSA1B Library Assistants
Post base location:	Hybrid: Campus / Home

Job purpose: The operational management of print collections and digital resources. Carrying out expert data analysis, review and evaluation of the collections. Designing and implementing approaches to understanding academic need, medium- and long-term strategies for print collections and digital resources, to support research and education across all faculties and disciplines.

Responsible for managing and developing the Collections Management Team, and working in close partnership with colleagues from across Library Services. Leading small project teams as necessary, to implement significant changes to collections to ensure they remain fit for academic purpose, including withdrawals and resequencing.

Providing specialist advice, guidance and recommendations as an expert on library collections data and analysis, shared services for collections management at national level, and a key point of contact with external partners such as the British Library, Jisc, and UK Research Reserve.

Key accountabilities and indicative time allocation:

1.	20%	Apply a full understanding of collections management and development in an academic library context, to manage and deliver complex planning and operational activities. This includes reshaping print and digital collections across multiple sites to support research and education in all faculties and disciplines, through the long-term planning and implementation of major storage and sequencing changes.
2.	30%	Analyse, evaluate and interpret specialised information, data or concepts. Identify gaps in understanding and relevant sources to address them. Lead the evaluation of library print and digital collections, through expert analysis of locally and nationally sourced data and management information. Identify themes, consider implications and develop solutions through scenario modelling, strategic reporting and close consultation with senior managers and academic stakeholders to ensure collections align with evolving research and teaching needs.
3.	20%	Line manage direct reports within the Collections Management Team, performing a range of specialist, administrative and support activities. Plan and prioritise short and medium-term work, monitor progress, conduct appraisals, formulate development plans and provide advice, guidance and coaching as required. Build and maintain the right mix of skills and capabilities through professional development, recruitment, induction and probation processes. Provide matrix support to colleagues engaged in collections management projects, as required.
4.	10%	Provide professional or specialist advice, guidance and recommendations on collections development including copyright and educational content licences, digital asset management, library data analytics, and national or regional services for collaborative collections management. Provide advice and resolve complex issues with library staff and library users.
5.	10%	Use discretion and judgement to select from or adapt existing processes and procedures, and support the development of library policy and strategy by providing expert review and reporting. Define, develop, review and refine working practices to meet service and/or quality standards and objectives, working collaboratively with colleagues.
6.	5%	Proactively work with and influence peers and colleagues. Participate in expert networks, groups, and workshops to build and maintain expertise in relevant specialist areas, including collaborative collections management initiatives, library metadata interoperability, shared services for collection evaluation, content access and supply (including copyright and licensing), and library analytics.
7.	5%	Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

Departmental management and University senior management

Other members of the department/University staff

External customers

Relevant suppliers and external contacts

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 – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

Knowledge, Experience and Qualifications

Essential

- Substantial and authoritative practical knowledge and experience in the Collections Management & Development, supported by general theoretical understanding.
- Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in information science, library or archive studies or related field.
- Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.
- Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.
- Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University.
- Knowledge and experience of current issues and emerging trends in academic library collections, including access and supply models in a shared environment.
- Knowledge and experience of library data and analytics, including the production of reports to inform library planning

Desirable

- Degree or advanced degree in information science, library or archive studies or related field.
- Membership of CILIP or other relevant professional body.

Teamwork and Communication

Essential

- Delegates and/or collaborates effectively, understanding the strengths and weaknesses of colleagues.
- Works proactively with colleagues and other stakeholders, within and beyond the University, to achieve outcomes.
- Communicates effectively to develop understanding and achieve cooperation.
- Provides clear specialist advice, guidance and recommendations on complex issues.
- Able to provide accurate and timely specialist guidance on complex issues relating to discovery and metadata.
- Able to use influencing and negotiating skills to develop understanding and gain cooperation.
- Able to formulate development plans for own staff to meet required skills.

Planning, Organisation and Resource Management

Essential

- Plans and progresses a range of work activities within broad professional guidelines and established University policies and procedures.
- Formulates development plans to meet current skill requirements.

Desirable

- Practical knowledge and experience of working on large projects.

Problem Solving and Initiative

Essential

- Develops detailed understanding of long-standing and/or complex problems and applies professional knowledge and experience to resolve them.
 - Demonstrates an awareness of principles and trends in a professional or specialist field and awareness of how this affects activities in the University.
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Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “^”, using the agreed Occupational Health referral template [available from here](#). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

Physical Environment

Working outside ^	N/A
Exposure to noise levels >80dbA ^	N/A
Working with dust or fumes ^	N/A
Working with skin irritants ^	N/A
Working with chemicals (industrial or cleaning) ^	N/A
Working in a confined space ^	N/A
Working at height ^	N/A
Working with sewage ^	N/A
Contact with cytotoxins ^	N/A
Exposure Prone Procedure (EPP) work ^	N/A
Contact with clinical specimens or pathology work ^	N/A
Direct patient care or patient contact	N/A
Exposure to temperature extremes	N/A
Frequent hand washing	N/A
Ionising radiation	N/A

Psychological and Social Environment

Working shifts ^	N/A
Working nights ^	N/A
Lone working	N/A
Working with children	N/A
Exposure to persons with challenging behaviour	N/A
Working with larger groups	N/A

Equipment, Tools and Machines

Working with vibrating machinery or tools	N/A
Driving duties e.g. LGV, PCVs, forklift trucks	N/A
Food handling	N/A
Contact with latex	N/A

Physical Abilities

Prolonged physical movements or actions e.g. walking	N/A
Prolonged Standing or Sitting	Frequently 30%-60% of time

Moving or handling heavy loads	N/A
Repetitive pulling or pushing	N/A
Repetitive climbing (steps, stools, ladders, stairs)	N/A
Repetitive crouching, kneeling or stooping	N/A
Repetitive lifting	N/A
Fine motor grips (e.g. pipetting)	N/A
Repetitive reaching below shoulder height	N/A
Repetitive reaching at shoulder height	N/A
Repetitive reaching above shoulder height	N/A

Behaviours

Our [Inclusion and Respectful Behaviour Policy](#) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

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 demonstrate 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 be.
- 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 make improvements.
- 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 their conclusion.

- I encourage creativity and innovation in others, 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 for change, and gaining support to move forward.
 - I take time to understand our University strategy and communicate this to others.
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