

P10109 Job Description and Person Specification

Last updated: 16 February 2021

JOB DESCRIPTION

Post title:	Head of Partnerships and Place		
School/Department:	Library & Arts		
Faculty:	Student Experience		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
Posts responsible to:	Associate Director (User Experience)		
Posts responsible for:	External Partnership Manager, Facilities Officer		
Post base:	Office-based		

Job purpose
This role manages the University strategic partnership with University Hospital Southampton (NHSFT) and National Oceanographic Centre. It is responsible for the development & growth of long-term senior partnership relationships, influencing and collaborating to ensure overall delivery of high-quality services. The role will also lead on key long-term library and learning space planning by influencing, building trust, and developing agile models of engagement fit for circumstance in a fast-paced environment.

Key accountabilities/primary responsibilities	% Time
1. Lead and develop external partnerships by influencing activity and developing trusted networks. Plan & manage approaches to resource allocation & deployment, ensuring clarity of governance in relation to partners and user-focussed impact, identifying, and benchmarking relevant KPI's. Lead on areas of expertise relating to academic professional practice; develop and maintain substantial professional knowledge providing expert advice to senior staff in partner organisations, the University and wider sector bodies.	40%
2. Lead on the development of Library buildings and associated learning spaces (including facilities, infrastructure, business continuity, accessibility, health & safety and security) including evaluating growth requirements, ensuring appropriate IT infrastructure, working collaboratively with Estates and others in supporting and leading building projects.	20%
3. Lead and manage Library services in order to maximise efficiency and service quality. Work with Faculties and Services to identify gaps and implement innovative solutions in response to complex & demanding policies stakeholder and transactional environment. Ensure compliance with regulatory and policy frameworks, monitoring risk and employing relevant service standards.	10%
4. Lead the development and delivery of a comprehensive development plan for staff training for the Library, to ensure university policies and legislative requirements are observed to ensure maximum performance in pursuit of departmental and institutional goals and objectives.	10%

Key accountabilities/primary responsibilities		% Time
5.	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. Responsible for all line management duties including recruitment, induction, and motivation of staff. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the Library and Arts strategy.	10%
6.	Manage fixed-term projects, including externally funded projects with national project partners, negotiating with stakeholders, and ensuring requirements are delivered to timescale	5%
7.	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 Other members of the department/University staff External customers Relevant suppliers and external contacts Faculties and Professional Services

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	Library Information Management Degree or equivalent qualifications or experience. Proven experience of managing outcomes in a specialist field. Proven project and/or people management skills. Able to apply experience and awareness within specialist field. Able to appreciate University priorities and to apply these in managing work outcomes.	Membership of CILIP or other relevant professional body PRINCE2 or similar project management qualification.	
Planning and organising	Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy.		
Problem solving and initiative	Able to identify broad trends to assess deep-rooted and complex issues. Able to apply originality in modifying existing approaches to solve problems.		
Management and teamwork	Able to manage team dynamics, ensuring any potential for conflict is managed effectively. Able to formulate development plans for own staff to meet current and future skill needs.		

	Able to provide expert guidance and advice to colleagues to resolve complex problems.		
Communicating and influencing	Able to persuade and influence in order to foster and maintain relationships. Able to resolve tensions and difficulties as they arise.		
Other skills and behaviours			
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ 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.
☐ No	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. 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 (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