

P9805 Job Description and Person Specification

Last updated: 15 February 2023

JOB DESCRIPTION

Post title:	Head of Digital Scholarship & Innovation		
School/Department:	Library & Learning Services		
Faculty:	Student Experience		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
Posts responsible to:	Deputy Director Library Services		
Posts responsible for:	Digital Scholarship Manager, 3D Specialist		
Post base:	Office-based		

Job purpose
To lead and manage the development of innovative Library services, working in partnership with researchers, educators and students, improving the quality of digital research and education across all faculties and subjects. The role is responsible for the development, maintenance and enhancement of the Library Digital Scholarship Service, including taking the lead for web-based innovations and ensuring accessibility of all digital platforms, objects and pathways. The post holder will ensure that high-quality co-design and collaboration drives a culture of continuous improvement across multiple services and maximises the user experience at the interface of physical collections with digital transformation. As lead for library engagement with user focused research methods they are responsible for research design, ethics approval processes and data analytics, creating and providing an integrated evidence-base to inform ongoing service improvement.

Key accountabilities/primary responsibilities	% Time
1. Proactively identify trends and opportunities in digital transformation. Apply insights developed through engagement with internal and external communities of practice to meet University strategic priorities. Lead on the creation and development of Digital Scholarship Services, co-designing strategy, scoping and delivering service requirements. Lead on policy creation and development, embedding new approaches & requirements to improve research and education quality.	20%
2. Lead on web services innovation and accessibility across all digital platforms & objects, developing best practice. Work with Faculties and Services to manage an iterative and user-focused approach to service improvement. Ensure compliance with regulatory and policy frameworks, monitoring risk and employing relevant service standards.	15%
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	15%

Key accountabilities/primary responsibilities		% Time
4.	Develop and maintain substantial professional knowledge providing expert advice to senior University staff & broad academic & student community, acting as an ambassador for engagement with digital scholarship requirements, influencing activity, sharing best practice and promoting long term cultural change with breadth & depth of impact.	15%
5.	Lead on research methodology, designing & implementing ethical user-focused approaches to gathering information about service perception & usage. Work with a range of stakeholders to ensure good governance, sector benchmarking, selection of appropriate performance indicators and provision of integrated analytics to improve quality of decision making.	10%
6.	Lead and collaborate on external and internal funding applications for research, education and civic projects. Manage fixed-term projects, with interdisciplinary project partners, negotiating with stakeholders and ensuring requirements are delivered to timescale.	10%
7.	Build trusted partnerships with academic and student communities, internally, nationally and internationally, influencing activity and creating opportunities for sector-leading proof of concept projects and innovations.	5%
8.	Provide the main point of strategic engagement contact for a Faculty, developing knowledge of Faculty strategy & objectives, ensuring library services are aligned and opportunities for collaborative development are identified.	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 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	Postgraduate Degree or equivalent qualifications or experience. Proven project management skills and/or people management skills. Able to apply experience and awareness within field of digital scholarship. Able to appreciate University priorities and to apply these in managing work outcomes.	Membership of relevant professional body Project management qualification Experience of grant writing and management Knowledge of cognate practices in research and education (e.g. digital humanities)	
Planning and organising	Able to support diverse teams in developing new digital initiatives and develop pathways to service implementation. Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy. Able to adapt quickly to change and devise and adopt agile approaches.		
Problem solving and initiative	Able to identify broad trends to assess deep-rooted and complex issues. Able to apply originality in modifying existing approaches and designing new 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 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	Able to maintain and develop expert knowledge of evolving trends and advances in digital scholarship.		

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 (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