

P9902 Job Description and Person Specification

Last updated: 26 January 2021

JOB DESCRIPTION

Post title:	Digital Scholarship Manager		
School/Department:	Library & Arts		
Faculty:	Student Experience		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
Posts responsible to:	Head of Digital Scholarship		
Posts responsible for:	Principal Library Assistant		
Post base:	Office-based		

Job purpose
The primary role is to bring expert knowledge of digital scholarship, applying this knowledge to ensure a pipeline of innovation through projects and in-service improvements. The postholder will contribute to the creation and development of substantive new digital scholarship services. This role will contribute to the Universities ability to meet core strategic goals relating to learning, teaching, research and a positive lifelong learning experience

Key accountabilities/primary responsibilities	% Time
1. Take responsibility for digital scholarship through; - Development of strategies and approaches to digital scholarship, whether embedded in the curriculum or co-curricular. - Advising colleagues engaged in creating and implementing innovative digital experiences for students and researchers, working in partnership with academic and professional services colleagues. - Applying professional knowledge of digital scholarship, ensuring that approaches are quality assured and pedagogically sound, managing resources effectively. - Designing, developing, promoting, delivering and evaluating innovative sustainable and scalable digital scholarship services based on expert knowledge sharing best practice and re-purposing where appropriate - Leading innovative practice in digital scholarship approaches by investigating developments in research, teaching, learning and assessment methods and techniques. - Provide staff development and individual guidance to enhance the practice of staff in their delivery of support to all cohorts. Contribute to sector and University networks, benchmarking best practice.	45%
2. Contribute to services, including expert individual consultations, developing and delivering group sessions, training and guidance. This will include advising on digital humanities and digital scholarship topics e.g. creation and application of tools in text-mining, virtual reality, data visualisation, image and sound manipulation.	15%

Key accountabilities/primary responsibilities		% Time
3.	Manage and contribute to fixed term institutional projects, including externally funded projects with national project partners, negotiating with stakeholders and ensuring requirements are delivered to timescale	10%
4.	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. Provides expert advice and guidance in consultations and group training, enhancing student and researcher skills, knowledge and experience.	10%
5.	To deliver services and projects in a timely and effective way. Assess user feedback to iteratively improve services	
6.	Contribute to the strategy and planning of the Division using specialist knowledge and expertise.	5%
7.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Other members of the department/University staff. External customers Relevant suppliers and external contacts Faculties and Professional Service

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	Post Graduate Diploma in Library Information Management or equivalent professional qualification or experience. 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.	Membership of CILIP or other relevant professional body Fellowship or Associate Fellowship of Higher Education Academy	

Planning and organising	Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.	Experience of successful project management.	
Problem solving and initiative	Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.		
Management and teamwork	Able to proactively work with colleagues in other work areas to achieve outcomes. Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork. Able to formulate development plans for own staff to meet required skills.	Experience of successfully managing and developing staff.	
Communicating and influencing	Able to provide accurate and timely specialist guidance on complex issues. Able to use influencing and negotiating skills to develop understanding and gain co-operation.		
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