

# HEAD OF LIBRARY & DISCOVERY SERVICES



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| School/Department: | Library, Information & Digital Services (LIDS)                                                                                                                                                                  |
| Grade:             | 10                                                                                                                                                                                                              |
| Reports to:        | Assistant Director – Digital Experience & Service Delivery                                                                                                                                                      |
| Responsible for:   | Library Manager(s)<br>Collections & Discovery Librarian<br>Metadata & Resources Librarian<br>Subscriptions & Acquisitions Librarian<br>Copyright & Compliance Manager<br>Archives & Special Collections Manager |

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| Job Summary and Purpose: | <p>The University operates three campus libraries, offering access to a specialist arts collection consisting of thousands of books, DVDs, journals and online databases. A range of services are available to enhance and promote academic success, including document supply, alternative formats, information literacy skills, referencing, learning technologies, and learning, teaching and research repositories.</p> <p>Reporting to the Assistant Director, Digital Experience &amp; Service Delivery, you will be responsible for the operational oversight of all campus libraries and the effective delivery and development of the library's digital services. You will manage the Library Manager's and the Discovery Services team who are responsible for both the physical and digital aspects of the library, ensuring they are operationally resilient and able to meet the changing needs of the university.</p> |
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## 1 KEY RESPONSIBILITIES

- 1.1. To develop the strategic planning and delivery of all Library services including resources, discovery, liaison and operations.
  - 1.2. Provide strategic leadership for all libraries, ensuring it effectively supports academic teaching, learning and research activities.
  - 1.3. Working with the Assistant Director Digital Experience & Service Delivery, develop a clear vision for the library service which aligns to the University strategy and motivates all teams and colleagues to achieve clearly defined objectives.
  - 1.4. To develop, implement and review policies, procedures and practices relating to the delivery and operation of digital services with reference appropriate benchmarks,
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legislation and good practice within the sector to ensure a consistent, compliant, inclusive and high-quality service.

- 1.5. To be responsible for the digital library, including library management; discovery layer; access control; virtual learning environment; and learning, teaching and research repositories.
- 1.6. To be responsible for identifying, gathering and analysing relevant data in order to help inform resource and service planning , including evaluating the value and impact of collections, resources and services.
- 1.7. Working with Library Managers and colleagues, oversee a range of engagement activities to inform, support and maximise the use of all library services and resources.
- 1.8. Manage budgets relating to the delivery and development of library services and resources, ensuring value for money, alignment with university priorities and financial compliance.
- 1.9. Represent the Library at University Committees, Project Boards and other meetings as appropriate; chairing meetings when necessary.

## **2 DUTIES OF ALL STAFF**

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
  - Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
  - Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
  - To promote equality, diversity and inclusion in your performance of your duties.
  - To actively participate in learning and development to meet the requirements of your role and the University.
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### 3 SELECTION MATRIX

#### Representative Knowledge, Skills and Experience – Grade 10

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| 1  | Degree and/or relevant professional qualification and a track record of extensive experience in a similar or related role, or experience acquired through a combination of vocational training and extensive on the job experience |
| 2  | Comprehensive knowledge and understanding of work practices, processes and procedures relevant to the role, including broad sector or commercial awareness                                                                         |
| 3  | Detailed operational knowledge of functionality and capability of systems used in the department, or detailed knowledge of service area                                                                                            |
| 4  | Working knowledge of activities in other areas of the University relevant to the department                                                                                                                                        |
| 5  | Experience of project management, including coordination of people, financial and physical resources                                                                                                                               |
| 6  | Proven communication and interpersonal skills                                                                                                                                                                                      |
| 7  | Proven analytical and problem-solving capability                                                                                                                                                                                   |
| 8  | Proven experience of managing and developing large teams of people                                                                                                                                                                 |
| 9  | Experience of managing and monitoring budgets                                                                                                                                                                                      |
| 10 | Clear understanding of the regulations and codes of practice required to ensure compliance within department                                                                                                                       |

#### Role Specific Knowledge, Skills and Experience

|    |                                                                                                              | Essential | Desirable | Used to shortlist |
|----|--------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------|
| 11 | Demonstrable experience in leading and managing a multi library environment, ideally in an academic setting. | x         |           | x                 |

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| 12 | Excellent understanding of current practice and trends in academic libraries, an in-depth knowledge of information management, digital library services and web technologies including their specification, deployment, administration, maintenance, resilience, security, migration and engagement within a learning, teaching, research and library environment. | x | x |
| 13 | In-depth knowledge of current developments in digital library services which include enhancing online learning, teaching, assessment and research services.                                                                                                                                                                                                        | x |   |
| 14 | Knowledge and understanding of library cataloguing, classification, metadata, library management systems, discovery tools and resource management platforms.                                                                                                                                                                                                       | x | x |
| 15 | Demonstrable experience and knowledge in standardising services across multiple libraries, whilst allowing for local differences.                                                                                                                                                                                                                                  | x | x |

### Personal Attributes and Behaviours

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| 16 | Demonstrates a user-centric ethos, with strong troubleshooting skills and willingness to explore new trends and technologies.                                                                                    | x | x |
| 17 | Works in a supportive way, collaborates with colleagues within and across departments to solve problems and innovate. Experience of acting as a trusted adviser within formal management and committee meetings. | x |   |

Does the role require a DBS? Yes/ NO