

Job Description

Job Title:	Head of Library Collections & Research
Career (R&R) Level:	Senior Executive Manager
Department:	Library Service
Reporting to:	Director of Library Service
Location:	Any campus or remote working
Direct Reports:	Collections & Content Librarian; Digital & Discovery Librarian

Library Service

The Library at the University of Law supports all students and staff, regardless of location. We have physical libraries at each of our eight UK campuses, alongside online collections and support, including for the Online Campus and partner institutions in the UK and globally. Our three teams (Digital Education, User Experience and Collections and Research) provide the professional expertise and high quality, relevant, accessible collections to equip our students and staff with the information literacy, research and digital skills to navigate learning and teaching at the University of Law with confidence, and to excel in their lives beyond.

Head of Library Collections & Research

This post is responsible for ensuring that high quality, relevant and accessible collections are available to all students and staff at the University of Law. They directly line manage colleagues overseeing the acquisition and management of physical and online collections and the provision of research support. They are also one of four members of the Senior Library Management Team, contributing to the strategic direction of the wider Library Service.

Main Function of the Job:

The Head of Library Collections and Research works in partnership with key senior colleagues across departments – particularly academic teams – to ensure that the Library's management of resources and research data meets the University's evolving needs. They are the lead expert within the Library Service on collections and are expected to participate actively in professional networks in order to benchmark our provision and approach with other universities. They will deputise for the Director of Library Service as needed and work closely with the Deputy Director – Library User Experience and Head of Library Digital Education. The location for this role is flexible but the post holder will need to travel on occasion for meetings with the Senior Team and other key colleagues across our UK campuses.

Key responsibilities include:

- Leading the work of the Collections & Research team, directly managing two senior posts; develop the team and ensure a high quality professional service is provided to staff, students and external contacts in relation to research support and collections
- Overseeing our Digital First approach and reviewing the balance of print collections at campuses; setting our collection management and reading list policies, informed by understanding of both the business needs and the wider context of the wider publishing and purchasing landscape within Higher Education (HE) libraries
- Building relationships with academic teams, particularly senior colleagues involved in course design; contributing to business planning and the delivery of wider University operational strategy
- Ensuring that our services and resource provision are data-informed, respond to student feedback and reflect best practice in the sector; work closely with Finance and Procurement teams to ensure that we obtain the best value from our various subscriptions and resources
- Contributing to the strategic direction of the Library Service; working closely with the other members of the Senior Management Team to agree priorities and translate business plans and priorities into meaningful targets; deputising for the Director of Library Service as needed

Reporting lines:

- The Head of Library Collections & Research reports directly to the Director of Library Service and has the Collections & Content Librarian and Digital & Discovery Librarian as direct reports

Specific Responsibilities:

Continuous service improvement and business delivery

- Set the focus of Library collections, including overall ownership of the Collection Development Policy and Reading List Strategy, to be regularly reviewed in collaboration with key senior colleagues in the Library and wider University (particularly the Director of Design & Assessment and their team)
- Lead on setting collections budget for any new subject areas, benchmarking this and existing collections against best practice in other university libraries and drawing on sources of feedback (including the NSS) and professional networks to support
- Lead the provision of Library research support, working closely with the Library Senior Team and Director of Academic Enhancement and other key colleagues to ensure that research data is captured and disseminated in order to raise ULaw's profile, meet funding mandates and allow for research as a future income stream (for example, submission to the Research Excellence Framework); includes management of any Article Processing Charges (APCs)
- Overall management of Library collections budget and oversight of associated tasks completed by members of the team, to ensure operational effectiveness in relation to acquisitions, access and research data management; establish and monitor key performance indicators (KPIs) for these areas (e.g. time taken to obtain material; usage and cost effectiveness etc.)
- Work in partnership with senior colleagues across a number of departments - Procurement, Legal, Design, Planning & Compliance etc. – to ensure that they understand the focus, priorities and value of the Collections & Research team and that the team is operating in accordance with their requirements in terms of policies and procedures; regularly attend University-level meetings and ensure that the team is well-represented and takes every opportunity to help others to understand their work

- Support the team to develop and maintain excellent relationships with key suppliers and external contacts, in order to ensure the University's good reputation as well as the best possible value for subscriptions; explore partnership opportunities, where appropriate

Learning Support and Digital Learning

- Work closely with the Senior Library Team and wider colleagues to keep how and where collections are hosted and accessed under review, informed by technological changes and best practice in HE libraries
- Partner with senior academic colleagues and support the wider team to develop effective relationships with academics to ensure that collections and platforms are meeting the needs of the curriculum in each subject area
- Continue to progress our Digital First policy and ensure that the team is working closely with User Experience and other parts of the institution to understand student and staff expectations and requirements in relation to print collections; review the data in relation this and explore opportunities for cost-effective and timely delivery of resources (e.g. digitisations, inter-library loans etc.)
- Actively pursue opportunities to engage with a range of student-facing departments - such as Widening Participation, Employability, Student Experience, Wellbeing and Inclusion – to collaborate on projects and review ease of access to our collections, ensuring that our provision is informed by the latest developments in their areas
- Ensure that the Library is able to contribute to University-wide discussions about the research environment and that best practice guidance for carrying out research, publishing this and capturing the data are incorporated in future planning for the service

Customer support / client service

- Ensure that the provision of, and access to, collections is informed by University strategy and exceeds the expectations of all stakeholders; includes relationships with wider departments (Procurement, Legal, Design, Operations, Programme Leads etc.), as well as external suppliers
- Set the direction for Collections & Research within the Library Service; identify new opportunities informed by both external benchmarking and a sound understanding of University operations and strategy; be open to bold change and difficult decisions in order to meet stakeholder needs and effectively support the team to achieve this
- Ensure that the Collections & Research team works closely with User Experience colleagues and other parts of the University – including students themselves - to understand student needs and increase their ability to engage with Library collections and support
- Ensure that the Collections & Research team includes a focus on a broader approach to learning support materials – such as software to support pedagogical objectives and wider reading material – to support student development outside the curriculum and future employability

Teamwork and Team Leadership

- Lead the Collections & Research team with drive, determination and enthusiasm; communicate strategic objectives clearly and positively and set appropriate targets to ensure the delivery of world-class collections and research support for staff and students at the University
- Through effective leadership constantly seek improvements for the team and service and create a climate where others are empowered to do the same; be visible and accessible within the service and the University as the lead in your area, ensuring that

the team works collaboratively and closely across the service and University to develop shared objectives to support staff and students

- Ensure that your team, and wider Library colleagues, have an understanding of the importance and relevance of the University's aims and strategy to your team's work (and vice versa)
- Support your team and wider colleagues through changes, helping them to respond positively through an understanding of wider strategy and business objectives
- Management, development and appraisal of members of the Collections & Research Team, including leading recruitment activities, and acting as a coach / mentor for colleagues across the service to develop these and other skills
- Manage difficult conversations promptly, sensitively and effectively, including outside your team, service or the University; promote and sustain a constructive, supportive and friendly working relationship with contacts and colleagues at all levels
- As a member of the Library's Senior Management Team, represent the service internally and externally and seek to raise its profile
- Deputise for the Director of Library Service and provide cover and support for the other members of the Library Senior Management Team as needed

Professional Skills

- Keep updated on developments in relation to collections and research support in HE libraries (e.g. Open Access, REF, JISC negotiations, new purchasing models etc.) and benchmark our service against others
- Actively seek professional development opportunities to build on management and leadership skills to effectively support the team and wider service
- Participate fully in activities within and beyond the University – attending and speaking at conferences, networking events etc.
- Communicate knowledge and expertise and invest time in helping others develop; create an environment where colleagues across the Library Service develop skills and knowledge in relation to collection management and research support
- Be proactive in identifying opportunities for personal or service development and suggesting training opportunities for yourself or others

In addition to the responsibilities listed above, the post holder may be required to perform other duties as assigned by members of the Executive Board/Director of Library Service from time to time. The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures. This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

Job description is correct at July 2022. It may vary in consultation with the post holder to reflect changes within the market place, in the Library Service and the University.

Signed by:**Post Holder**.....

Print Name:

Date:

Person Specification

Job Title: Head of Library Content & Research

Role Level: Senior Executive Manager

Department: Library Service

1. TRAINING & EDUCATION

Essential	Desirable
- Educated to degree level or equivalent qualification / professional experience - Library or Information qualification, or suitably qualified by experience	Certified user of Ex Libris Alma and/or Primo

2. EXPERIENCE

Essential	Desirable
- Experience of managing and leading a team - Experience of introducing new services and ways of working - Experience of making collection management decisions - Experience of managing a collections budget - Direct experience of library acquisitions processes e.g. e-resource management, reading lists etc.	- Experience of working in an HE library - Experience of working in a multi-site service - Experience working with collections in the subject areas taught at the University of Law (e.g. Law, Business, Psychology, Social Sciences) - Experience of managing dispersed or remote teams - Delivery of online reading lists using software solutions such as Leganto

3. SKILLS & KNOWLEDGE

Essential	Desirable
- Knowledge of HE learning models and understanding of the course design process - Ability to lead and manage projects - Excellent time management and organisational skills - Strong IT skills - Current awareness of developments in academic libraries - Good understanding of recent developments in HE library research support	Detailed knowledge of HE research funding landscape and associated mandates

4. BEHAVIOURAL SKILLS

Essential
- Ability to work under pressure to deadlines - Work on own initiative to problem solve - Proactive, innovative and flexible approach - Able to inspire and motivate others - Excellent interpersonal skills; communicate clearly and deal calmly with difficult situations - Adaptable and co-operative - Confident building relationships and networks - Reflective practitioner

5. SPECIAL CIRCUMSTANCES

Essential
Willingness to travel on occasion to campuses across the UK

