

Job Description

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Job purpose (a brief summary of the role)	The Associate Director will lead the development of future proof and comprehensive strategy, plans, policies and innovative approaches in consultation with relevant teams and key stakeholders, to improve the acquisition, curation, preservation and discoverability of all library collections, including unique and distinctive materials. A particular focus will be discoverability and accessibility to promote student, research and civic engagement with collections and identifying and using digital tools and infrastructure to deliver a sector-leading user experience. The post holder is a member of the Library Senior Leadership Team responsible for directing, developing and overseeing library strategy, policy and planning and ensuring alignment with and support for University strategic objectives. Provide operational leadership, foster innovation, and offer guidance for staff across the whole of the Library.
Duties and responsibilities	Collection Management and Development Develop strategic plans for the University Library as a member of the Senior Leadership Team, ensuring alignment of departmental support with University strategic objectives. Lead the development and take strategic responsibility of the management of physical and digital collections ensuring services are easy to access in person or online and for planning library content strategy in line with the needs of academic colleagues and in support of the University education and research strategies. Ensure effective quality and continuous improvement by setting strategic objectives, developing service standards and KPIs, monitoring service performance and progress and working collaboratively with internal and external stakeholders to ensure effective development and delivery of the area of work through data driven decision making. Develop strategies and policies for the deployment of information and content resources to ensure appropriate fit and support for University strategic objectives, including developing processes to support new programme and research area developments and a digital first approach. Lead or participate in cross-University strategic projects with other professional service areas or faculties, bringing specialist knowledge to such developments. Lead the development of access to content via metadata for collections, including building the expert knowledge of the teams to provide support and guidance to other teams, e.g., by providing technical and metadata support for institutional repository development and by developing the contribution of the team to second line support. Budget Responsibility Take responsibility for strategic oversight of Library budgets for information and content (in excess of £6million). Ensure compliance with University financial regulations and procurement rules, monitor financial outturn based on analysis and benchmarking, provide specialist input to financial forward planning based on expert knowledge of changes in academic publishing and the licensing of information and content. People Management Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary in a high-performing team. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Ensure consistent and effective line management practice through effective objective setting, clear definition of job roles, communication of strategy, the operational plan and commitment to the Performance Development Review process. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the

	delivery of the Library strategy. Create a common culture of empowerment where staff are supported and challenged in order to drive continuous improvement, service innovation and delivery of results. Discovery Services Lead the development of innovative discovery and access infrastructure to ensure effective use of digital content and ensure seamless access to physical and electronic collections. Scope and deliver scalable digitisation including priorities, protocols, and standards, to enhance and amplify our existing collections. Lead key strategies and their operational implementation through service development, projects and programmes including responsibility for digital transformation and a programme of collection management activities which will underpin the library estate transformation. Archives and Special Collections Lead the development of Archives and Special Collections to support the visibility and impact of the Modern Records Centre for research and education, embedding the Library in all areas of curriculum development. Take responsibility for realising the full research potential of the Archives by building effective working relationships with academic colleagues, the broader research community, external organisations and key stakeholder partnerships.
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Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Professionally qualified with a relevant degree/postgraduate qualification in a field relevant to this post, e.g., Library and Information Science or equivalent experience	A
E2	Membership of a relevant professional body and commitment to the professional area of work evidenced by engagement with professional or sector bodies	C
E3	Proven senior management and leadership experience and demonstrable success in a service-orientated organisation, including evidence of successfully managing change and policy development in an area of work relevant to the current post	A & C
E4	Experience of strategic and technical change management projects showing awareness of and interest in the application of technology to enhance services and deliver content	A & C
E5	Evidence of understanding developments in academic publishing and the impact on access to information including open scholarship developments	A & C
E6	Evidence of understanding of IT systems and e-resource management and procurement	A & C
E7	Able to plan and direct a relevant specialist or professional area, such as development and discovery of digital content or in a technical services area	C
E8	Evidence of collaborative and effectively work with colleagues outside direct responsibility, e.g., in delivering organisation wide or external projects	C
E9	Able to develop significant new concepts and original ideas within the field in response to intractable issues of importance to the University	C
E10	Demonstrating an inclusive leadership style based on a collegiate approach and an ability to work collaboratively with staff at all levels	C
E11	Able to foster positive relationships with others across the University including proactive work with others senior managers to achieve key deliverables	C
E12	Evidence of effective business relationships with suppliers and publishers and able to negotiate effectively on behalf of the department or University on key issues	C
E13	Evidence of financial & commercial acumen associated with information and content procurement in a relevant field and experience of managing a multi-million budget effectively	A & C
E14	An excellent communicator, with the ability to develop and lead key communications strategies for the area of work within the department and externally	D
E15	Able to demonstrate a strong user and stakeholder focus and an anticipatory and agile and responsive approach to user requirements	A & C

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	PRINCE2 or similar project management qualification	A
D2	Evidence of the delivery of specialist expertise the management of modern records, ensuring that the Institution's records, information, and data are effectively managed, stored, accessible and retrievable	A & C
D3	Extensive knowledge and understanding of the (changing) HE environment, especially the role of digital technologies government and funder policies, and the impact on scholarship, teaching & learning	C