

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Associate Director of Library Services (Content and Discovery)	Accountable to: Director of Library and Student Support Services
Salary: c£65,000 per annum	Grade: Individual Contract
Section/Department: Academic Development and Services (ADS): Library and Student Support Services	Location: High Holborn

Contract Length: Permanent **Hours per week/FTE:** 37hpw/FT **Weeks per year:** 52

Purpose of Role:

To provide University-level leadership for the strategic development, management and delivery of information resources and discovery systems across Library Services. This includes ensuring that Library Services is aligned to the academic aspirations of the Colleges and the University and delivers a high quality and consistent student experience as well as providing best value for money. The post holder will have specific responsibility for collections, including archives and special collections, and scholarly communications, and for the Library's core business systems and digital infrastructure. The post holder will chair the Content and Discovery Management Team for Library Services.

To contribute to the Library and Student Support Strategy as a member of the Leadership Team for the Library and Student Support Services Directorate. This Directorate brings together a wide portfolio of offers (Student Services; Library Services; Academic Support; International Student Experience and Language Development) to *"provide students with integrated academic and pastoral support to enable the development of creativity and resilience so they can fulfil their potential and get the best from their university experience"* (UAL Academic Strategy, 2018-2020).

To participate in University-wide developments and represent Library Services and the Directorate at University meetings, as well as promote and represent Library Services, the Directorate and UAL within external professional networks.

Duties and Responsibilities

Library Services: Leadership and Management

1. Provide strategic direction for the development, management and delivery of library collections, including archives and special collections, and scholarly communications that is understood and consistently adopted by the various teams across Library Services. This needs to align with the University's Academic Strategy and with its learning, teaching and research agendas.
2. Lead the Content and Discovery Management Team on developing, implementing and monitoring policies and procedures in order to ensure the delivery of high quality information resources in all formats. Such policies will be informed by knowledge of current best practice in collection management and content delivery, and will be underpinned by a commitment to deliver a consistent student experience through inclusive and accessible practices across Library Services.
3. Lead on the development of collections and discovery tools that support our diverse and international community, including leading on decolonisation initiatives related to collections and discovery. This work will involve liaison with academic colleagues and the Students Union.
4. Lead on the development and delivery of the e-library, the institutional repository of research outputs and other data curation and discovery tools. This will be informed by the latest developments in digital technologies and current pedagogic and research practices. It will contribute to the University's digital learning and open access ambitions.

5. Oversee the development and management of Library Services' key business systems and digital infrastructure, including the library management, archival management and digital preservation systems. This will entail ensuring that effective relationships are established with external suppliers and with UAL's IT department where there are dependencies that need to be managed.
6. Oversee the Department's centralised bibliographic services and collection management and discovery functions so that there is an optimal use of resources throughout Library Services that is closely aligned to the University's learning, teaching, research, and digital transformation agendas.
7. Work with senior staff across the University and with the Students' Union to facilitate the ongoing integration of Library Services within the academic and organisational development of the University and its respective Colleges.
8. Work closely with colleagues in Research Management and Administration to ensure a coordinated approach to scholarly communications and research data management. This will need to take into account University and sector-wide developments associated with research, including open access.
9. Work with the Director, Associate Director (Services and Support) and Assistant Director (Planning and Administration) on the overall management and development of Library Services staff in accordance with HR policies and procedures. This includes playing a key role in structural and recruitment reviews and any major change programmes.
10. Guide and support the Resources & Systems, Scholarly Communications and Archives & Special Collections teams, ensuring the delivery of effective and high quality services, and line manage specified staff, in accordance with HR policies and procedures.
11. Work with the Director, Associate Director (Services and Support) and Assistant Director (Planning and Administration) to set, monitor and manage library budgets and to fundraise for projects in accordance with the University's financial regulations and procurement practices.
12. Monitor and evaluate the effectiveness of Library Services through participation in the University's quality assurance procedures and through the application of key performance indicators and benchmarking tools in order to underpin a culture of continuous improvement. This includes participation in the University's internal quality assurance and enhancement processes, and contribution to the University's engagement with external quality and regulation processes such as those related to TEF, REF and OFSTED, and the Access and Participation Plan.
13. Deputise for the Director of Library and Student Support Services and Associate Director of Library Services (Services and Support) as required.

Library and Student Support Strategy: Leadership and Management

14. Work closely with the Director of Library and Student Support Services and other members of the Directorate's Leadership Team to develop the strategic vision and direction for Library and Student Support (LSS) that takes account of the University's key priorities and academic portfolio as well as the diversity of its student communities.
15. Work collaboratively with senior managers across Library and Student Support Services, contributing to the continual development of a wide portfolio of offers that deliver a high quality, inclusive and consistent student experience and provide best value for money.
16. Lead, manage and contribute to relevant Directorate groups as part of its governance structure as well as leading specific initiatives that facilitate joined-up approaches to library and student support activities. This includes contributing to the LSS Communications Steering Group and overseeing internal and outward-facing communications in both print and digital formats for Library Services.
17. Act as an advocate for and representative of Library Services and the Directorate internally and externally.

University-wide Activities

18. Participate in the development of University strategy and policy through membership of University committees and other groups.
19. Lead, manage and contribute to relevant University-wide projects and programmes as required.

Professional Development and Engagement

20. Keep up-to-date with sector-wide developments, government policies and legislation relevant to Library Services, particularly with respect to content and discovery, ensuring colleagues are informed of relevant developments and their implications for the University.
21. Undertake research and professional development activities relevant to content and discovery and to Library Services more generally.
22. Represent and promote UAL externally, participating in relevant professional networks and developing a strong professional profile.

Other Duties:

23. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
24. Undertake health and safety duties and responsibilities appropriate to the role.
25. Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
26. Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022).
27. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
28. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
29. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- Members of the Library and Student Support Services Leadership Team
- Managers within Library Services, particularly collection managers
- Staff within Library Services, plus Library and Student Support colleagues across UAL
- Senior managers within Finance, IT Services and the Communications Department
- ADS Senior Management Team, and other ADS colleagues, including staff in Research, Management and Administration and the Teaching, Learning and Employability Exchange
- Students' Union and students

Specific Management Responsibilities:

Budgets: c£1,511,128 for Non-Staffing / c£1,015,500 for Staffing

Staff: 15.8 FTE within Resources & Systems, including line management of 1 FTE Resources & Systems Manager and 1 FTE Scholarly Communications Manager; 7.4FTE within Archives & Special Collections, including line management of 1 FTE University Archives & Special Collections Manager

Other: KOHA Library Management System and CALM Archival Management System, Preservica Digital Preservation System; e-Library and Institutional Repository (UAL Research Online)

Signed: Director of Library and Student Support Services
(Recruiting Manager)

Date of Last Review: February 2020

Job Title: Associate Director of Library Services (Content and Discovery)

Person Specification	
Specialist Knowledge/Qualifications	<p>A degree in Library and Information Management or equivalent, as relevant to the post, at Graduate or Postgraduate level</p> <p>Significant knowledge of current publishing, acquisition and content delivery models and how these impact on library policy and procedures within an academic library environment</p> <p>Significant knowledge of current developments within Higher Education, including those related to teaching, learning and research, and the student experience</p>
Relevant Experience	<p>Significant experience of leadership and management in academic librarianship, and proven capability for contributing to strategic and operational planning</p> <p>Significant experience of collection development and content discovery at a strategic and policy level, including proven commitment to diversity and inclusion in relation to collection management/academic librarianship</p> <p>Significant experience of managing business systems and digital technologies within libraries</p> <p>Experience of producing evidence-based reports for managers and university committees</p> <p>Experience of managing and leading people, with a proven ability to inspire, advocate, influence and engage others</p> <p>Experience of financial management, resource planning and fundraising/bid-writing</p> <p>Proven ability to manage complex projects effectively and experience of delivering transformational change programmes</p>
Communication Skills	Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries
Research, Teaching and Learning	Applies innovative approaches in leading professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice in own area of specialism including external networks and conferences
Planning and managing resources	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience	Makes a significant contribution to improving the student experience to promote an inclusive environment for students and colleagues
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

Last updated: February 2020