

JOB DESCRIPTION

Vacancy reference:	SRF33925
Post Title:	Associate Director (Scholarship and Planning)
Grade:	8
School/Department:	University Library
Reports to:	Director of University Library & Collections Services and University Librarian
Responsible for:	Research Engagement Manager; Research Data Manager; Digital Humanities Project Officer; Collections Services Manager; Library Office and Operations Supervisor

Purpose

- To support and advance research and learning within the University through the effective development, management and exploitation of all content acquired, licensed, subscribed to and published internally and externally by the University Library
- To lead on Open Research, Open Access, and Digital Humanities within the Library working with academic staff and professional services colleagues across the University
- To be responsible for the content budget, including for Open Research and Open Access, and to advise the Director of University Library & Collections Services and University Librarian on resource allocation for all content, including Open Access publication
- To advise the Director of University Library & Collections Services and University Librarian on all aspects of planning and policy making, including Open Research compliance reporting and content procurement, and to take responsibility for statistical and benchmarking data
- To deputise for the Director of University Library & Collections Services and University Librarian as required

Main duties and responsibilities

Strategic Planning and Management

- As a member of the University Library's Senior Management Team, to contribute to the leadership, planning, policy making and decision-taking on ULCS strategy and operations at a University level, including e.g. business continuity and incident planning
- To initiate, manage and evaluate Library-wide projects; to undertake any other such work as deemed appropriate by the Director of University Library & Collections Services.
- To lead on statistical reporting and planning, compiling and disseminating relevant statistics and benchmarking data, including the annual SCONUL statistical return; to manage the operation of the Library Office.

Scholarship, Open Research and Digital Humanities

- To lead Library support for Open Research, Open Access and research data management overseeing the work of the Research Engagement team and supporting Open Access initiatives through the management of funds for article processing charges and book processing charges for OA monographs.
- To liaise with UKRI as appropriate in the reporting of OA funds and block grants.
- To participate in national and international debates on Open Research, Open Access and research data management.
- To lead the Digital Humanities Hub within the Library, managing associated staff and budgets; liaising the Research Deans and researchers across the University in support of digital humanities; to participate in national and international discussions about the support for digital humanities.

Content Strategy and Management

- To lead on the Library's content strategy in support of a whole content lifecycle, overseeing the work of the Collections team, defining and implementing policies for the development and management of the Library's content provision including the purchasing, licensing, and subscription and in the publication of open content
- To formulate plans for the retention and disposal of Library materials in the context of local needs and sector-level initiatives.
- To be responsible for the Library content budget of approximately £3.5M, and to advise the Director of University Library & Collections Services on budgeting procedures for expenditure on content provision, and on statistical comparisons and benchmarking expenditure with other HEIs
- To lead on negotiations with content providers and publishers on behalf of the Library to ensure that maximum value is derived from the content budget; to manage the Library endowment funds, coordinating with UMASCS staff as necessary.

Relationship Management

- To lead strategic liaison and advocacy in initiatives relative to the role, including consultation, partnership working and negotiation with senior university figures (e.g. PVCs, Deans, Heads of Schools) and to advise the University's appropriate research committees on Open Research and Open Access
- To be responsible for senior supplier relationships, ensuring the Library is achieving best value for the services and resources supplied by vendors.
- To represent the Library on appropriate University committees and groups.
- To represent the Library externally, ensuring the Library's views are represented (e.g. on national working groups).

People Management

- To be responsible for workforce planning, line management and development of reporting teams, defining clear objectives and targets on both individual and team bases.
- To ensure the reporting teams are structured flexibly and responsibly to deliver on Library objectives.
- To foster a culture of individual and team empowerment and problem-solving, encouraging local ownership of decision-making, continuous improvement and service innovation.

Personal Development

- To maintain awareness of developments and effective practice in relation to libraries, the publishing and research landscape, and higher education in general.
- To engage in personal professional development activities as commensurate with the nature and scope of the role.

Supervision received

Reports to: Director of University Library & Collections Services and University Librarian

Supervision given

Line management of:

- Research Engagement Manager
- Research Data Manager
- Digital Humanities Project Officer
- Collections Services Manager
- Library Office and Operations Supervisor

Contact

- Associate Director (Systems and User Services)
- Associate Director (Academic Liaison and Support)
- Academic Liaison Team Managers
- Research Deans
- Director of UMASCS and other UMASCS staff
- A range of University staff in academic roles and professional services
- External bodies (SCONUL, RLUK, Jisc, publishers)

Terms and conditions

Full time, permanent.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Associate Director (Scholarship and Planning)	University Library

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent negotiating skills • Ability to think strategically • Ability to delegate effectively and developing methodologies for managing workloads and projects to time, cost and quality • Evidence of strong, inclusive leadership style and staff management and motivational skills • Outstanding written and oral communication skills and evidence of ability to negotiate and influence a range of internal and external stakeholders • Able to contribute to planning and policy making at a senior level 	<ul style="list-style-type: none"> • Project management skills including experience of successful project management • Ability to initiate and manage change
Attainment	<ul style="list-style-type: none"> • Degree or post-graduate qualification in Librarianship or information management or related area 	<ul style="list-style-type: none"> • Chartered membership of CILIP or equivalent
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of the principles and practices of academic librarianship and managing relationships in a research environment • Good knowledge of Open Access publication policies and processes, Open Research practices and research data management • Substantial knowledge of academic publishing and track record of planning, procurement and publisher negotiation • Understanding of licensing, digital rights management and relevant legislation 	<ul style="list-style-type: none"> • Interest in digital humanities within a university research environment

	<ul style="list-style-type: none"> • Good knowledge of higher education environment or equivalent relevant complex organisation 	
Relevant Experience	<ul style="list-style-type: none"> • Significant experience of leading, managing and developing teams • Experience of the procurement and delivery of print and digital information resources • Proven track record of budget management • Proven evidence of analytical and problem-solving capability 	<ul style="list-style-type: none"> • Evidence of making budget efficiencies and streamlining processes and practices • Experience of liaison with research funders for the management of Open Access (e.g. UKRI)
Disposition	<ul style="list-style-type: none"> • Open and friendly positive working attitude and ability to spot opportunities for innovation and to lead and inspire others through change • Ability to consider and evaluate large amounts of complex information quickly to identify key issues and actions • Ability to manage and organise by managing time effectively, displaying composure under pressure • Proactive and user focussed with open manner and ability to build trust 	
Other	<ul style="list-style-type: none"> • Commitment to participating in professional development activities and own professional development • Knowledge of health and safety and well-being at both individual and managerial level 	<ul style="list-style-type: none"> • Evidence of external profile in the sector (e.g. projects, publications, conference presentations)

Completed by: Stuart Hunt	Date: 13/11/2020
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FURTHER INFORMATION

The University

After a generation as a University College, the University received its Royal Charter in 1926. Most of the academic schools are situated at the Whiteknights campus in 300 acres of landscaped parkland, about a mile and a half from the centre of Reading, on the southern side. The university has overall approximately 19,000 students and 4,000 staff organised in 13 Schools.

The University is of the United Kingdom's leading research intensive universities, a major contribution to the knowledge economy, and internationally recognised for its excellence in teaching. The University aims to promote growth, transfer and application of knowledge, and to translate its excellence into a major contribution to culture, economic well-being, and the quality of life. It seeks to do this by developing a culture that stimulates and supports its staff and students.

The Library

University Library and Collections Services (ULCS) is a constituent of the University's Academic and Governance Services. ULCS comprises the University Library and University Museums and Special Collections Services (UMASCS). There are close working relationships between the University Library and UMASCS staff at all levels across various activities and services.

The Library overall has a staff of around 110 people, including many who work part-time. They are structured into; Academic Liaison, Collections, Research Engagement, Study Advice and Maths Support, Systems, User Services and the Library Office and Administration. The University's institutional repository, CentAUR, and the Research Data Management repository are managed within the Library Services.

The Library has been an accredited Investor in People since 2003 (currently Silver status) and is strongly committed to continuous professional development. There is a regular weekly staff development hour programme in term time to ensure that all staff receive a minimum of one hour's formal training and development per week. Development of external contacts, attendance at meeting, and contributions to the wider professional community are encouraged and supported as appropriate. In addition, all staff have the opportunity to join project teams to investigate specific issues, review policies and procedures, or plan new and improved services.

A £40M project of refurbishment of the Library building was completed in 2019, with the creation of a more responsive and adaptable building, including additional and enhanced study spaces.

In term time the Library is open daily and operates 24/6 opening hours Sunday to Friday, and 8:30 to midnight on Saturday.

Further information on the Library is available at <https://www.reading.ac.uk/library/>