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| Last updated: | 27 February 2023 |

**JOB DESCRIPTION**

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| Post title: | **Deputy Director Library and Learning Services** | | |
| School/Department: | Library | | |
| Faculty: | Student Experience | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| Posts responsible to: | Director of Library and Learning Services (University Librarian) | | |
| Posts responsible for: | 5 X MSA Level 5; Head of Digital Scholarship and Innovation, Head of Research Data and Intellectual Property, Head of Archives and Special Collections, Head of Curriculum Engagement, Head of Collections Engagement. | | |
| Post base: | Office-based | | |

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| Job purpose |
| To lead and develop the vision and strategy for Library and Learning Services in relation to teaching, learning and engagement. Lead the Library contribution to the development of the University Digital Strategy, interfacing with major long-term library refurbishment projects. Plan and integrate digital and physical developments, taking innovative and user focussed approaches to deliver a holistic scholarly environment. The role holder will be responsible for delivering against ambitious targets regarding digital scholarship, curriculum development, high value collections and transformative global approaches to the creation, sharing and stewardship of research and education at a leading Russell Group university. This will include leading and collaborating on activity locally, delivering elements of the University’s Civic Agreements, and leading and contributing nationally/internationally applying expertise to sector initiatives, representing the University globally. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Strategic Development and Leadership**  Provide strategic leadership of academic activity and engagement, contributing to and accelerating the delivery of the University’s digital strategy by creating new initiatives and practices for increased engagement with resources, broadening scope and depth of digital offer across University communities. Ensure role of the library and the breadth and depth of its collections are understood and accessible for all, maximising impact globally and raising the profile of the University.   * Lead on innovation and enhancement for all University users and stakeholders globally, ensuring maximum benefit and value from our resources and collections. * Oversee distinctive curriculum integration, champion the University’s internationally renowned archives and special collections and extend the University’s sector leading reputation for open science and scholarship. * Ensure value for money and effective deployment of resources, with activity targeted to achieve significant return on investment. * Provide high quality management and specialist information to governance bodies within the University (including University Executive Board, Council, Research and Enterprise Executive Group, and Education Committee). * Ensure delivery and achievement of institutional objectives, creating and monitoring work plans. | 20% |
| 2. | **Management**  Provide professional and strategic leadership to the Library team, ensuring that management procedures and processes are undertaken in line with the overarching Student Experience Directorate, enabling staff to fulfil their potential and deliver best practice in their service areas.   * Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the University strategy. * To be accountable for the quality, cost and effectiveness of the Library’s teaching, learning, engagement and scholarship activities with responsibility for planning and delivery of the Library’s overall budget of £15 million, with the support of the Director. * Ensure compliance with and understanding of relevant legislation relating to Library activities, and the University’s policies and procedures including those governing health and safety, copyright, data protection, freedom of information, equality, diversity and inclusion. * Lead on teaching, learning and research engagement, setting strategic objectives in in relation to teaching and research. | 20% |
| 3. | **Planning**  To inform and develop annual and longer-range operational plans that deliver against Librarytargets and objectives, and appropriate partnership identification and development.   * Be responsible for the formation and maintenance of an appropriate number of high-quality partnerships at differing levels of the University, encompassing institutional-level strategic partners as well as other academic, industry or governmental relationships. * To oversee Library and Learning Services input to University Strategic Plans, leading and contributing to associated policy development. Design and deliver strategic objectives for Library and Learning Services, ensuring continuous service improvement. * Create and lead business continuity plans to enable business operations to be maintained following the failure, or damage to, vital services or facilities. * Lead response to major incidents or business disruption. * Lead major projects driven by the strategic plans of the University including initiating and overseeing externally funded projects which will promote the strategic needs of the University, and deliver service benefits and enhancements. * Oversee delivery of the Library’s overall budget. Ensure library planning is informed by smart analytics and market intelligence, including anticipatory models of high value transformative sector deals. | 20% |
| 5. | **Internal and external relationships**  Develop the Library teaching and research engagement function in its specialist knowledge, ensuring it is regarded as a proactive resource for academic and professional services colleagues to call upon and trust in support of institutional objectives.   * Lead the liaison between Faculties and the Library, being the key contact for Associate Deans and ensuring strong and collaborative relationships across the University. * Balance Faculty and University priorities for academic scholarship ensuring a coordinated and complementary institutional approach which delivers for individual Faculties. * Ensure close working relationships across all Professional Services. * Take a leadership role in the broader Galleries, Libraries, Arts and Museums (GLAM) sector, representing the University and growing key stakeholder relationships. * Support the Vice-Presidents in the identification of new partnerships and the development of existing relationships that contribute to the reputation of the University, City of Southampton and wider region. * Hold senior roles in National and International committees, groups and forums such as the Joint Information Systems Committee (Jisc), RLUK and SCONUL to co-create national and international strategy. | 15% |
| 6. | **Student Experience Directorate and Library & Learning Services activities**  Participate fully in, and lead elements of, broader activities for Library and Learning Services and the Student Experience Directorate as required. This will include taking a leadership role in the delivery of the Civic University agreements.   * Be a member of key university committees * Initiate and lead key stakeholder relationships in relation to high reputation, politically sensitive collections and the delivery of the terms of their legal agreements, maintain ongoing partnerships to ensure maximum engagement and impact of these unique collections. * Participate in national networks for the purpose of benchmarking the University’s practice, disseminating the University’s reputation as an exemplar of best practice and to provide a University of Southampton voice in debates about the development of national policy and guidelines. | 15% |
| 6. | Take formal responsibility as Deputy to the Director, accepting delegation of Director’s role in their absence or at their request, representing the department at the most senior level both internally and externally. | 5% |
| 7. | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Members of the University Executive Board and other senior managers of the University.  Academic colleagues at all levels across all disciplines of the University.  Senior administrative staff in Faculties and Services.  Students Union Executive and students as stakeholders, partners and end-users  External customers, agencies and bodies, including government and commercial organisations.  Professional bodies and agencies including RLUK, SCONUL, Jisc, The National Archives, Hampshire County Council, LIBER and other bodies with national and international remits.  Alumni and donors as members of the University wider community  Civic communities |

| Special Requirements |
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| To form part of the Senior Leadership team on-call emergency rota. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate qualification in a field relevant to this post, e.g. Library and Information Science.  Significant leadership and management experience in a range of demanding and influential roles.  Experience of strategic and technical change management projects showing awareness of and interest in the application of technology to enhance services and deliver content.  Knowledge and experience of developments in research in relation to Library services, including scholarly publishing, open access and research data developments.  An excellent understanding of the Higher Education sector, including the scale, range and complexity of a Russell Group university.  Proven experience and understanding of the development of scholarly resources, including unique collections.  Experience of managing a multi-million pound budget effectively. | Chartership or Fellowship with CILIP (Chartered Institute of Library and Information Professionals) or equivalent. |  |
| Planning and organising | Able to champion and oversee the Department’s contribution to the university’s strategy and to lead on the Department’s strategies and plans.  Able to lead projects and new initiatives, with little or no precedent.  Able to manage initiatives and projects (varying in size and complexity) to achieve required outputs in terms of cost, programme and quality.  Effective collaborator e.g. in delivering organisation wide or external projects.  Experience of business and budget planning ensuring alignment of resources with departmental and university objectives. |  |  |
| Problem solving and initiative | Able to make judgements on significant new problems where precedent may not apply.  Able to develop innovative solutions and practical implementations for strategic change. |  |  |
| Management and teamwork | Able to implement successful change management initiatives and formulate strategic plans that reflect and support the University’s priorities.  Able to recognise and deal with obstacles and difficulties so that teams can deliver.  Able to demonstrate leadership and to raise performance standards throughout own work areas.  Demonstrating an inclusive leadership style based on a collegiate approach and an ability to work collaboratively with staff at all levels.  Able to foster positive relationships with others across the University including proactive work with other senior managers to achieve key deliverables.  Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.  Evidence of effective business relationships with suppliers and publishers. |  |  |
| Communicating and influencing | Able to establish and build major relationships with key stakeholders.  Able to use influence to develop and position the library service in order to deliver strategies.  Able to negotiate effectively on behalf of the department or University on key issues and with external suppliers.  An excellent communicator, with the ability to develop and lead key internal communication and engagement strategies, with an ability to deliver cultural change where appropriate.  Able to represent, influence and communicate effectively with external stakeholders at a national level. |  |  |
| Other skills and behaviours | Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours in the Department |  |  |
| Special requirements | Significant connections to relevant sector networks, with demonstrable professional profile in higher education  Role model Southampton Behaviours and work with the management team to embed them as a way of working within the department.  Able to represent the University of Southampton at senior level nationally and internationally, with confidence and professionalism. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

