

Job Description

Job title	Associate Director and Head of Research and Academic Services
Department	Library
Grade	FA8

Job purpose (a brief summary of the role)	The Associate Director will lead the development and delivery of innovative, effective, relevant and cost-efficient services to support learning and teaching, open research, scholarly communication and research data management. They will work in partnership with relevant stakeholders to develop strategies, plans and policies that set a coherent and achievable vision, directly contributing to the delivery of the University's Education and Student Experience strategy and Research strategy. The post holder will ensure the delivery of timely and actionable research output data to support executive level decision making. They will manage risk in relation to open access compliance and contribute to research assessment exercises. 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	Research and Academic Services 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 of and take strategic responsibility for library research and academic support services. Lead on the development and co-ordination of open research and supporting services, policies, processes, advocacy, training, funding, and guidance and align all support for learning and teaching and curriculum development with emerging models, innovations, and policies. Ensure effective quality and continuous improvement for academic and research services 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 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.

	Budget Responsibility Strategic oversight of Library budgets for research and academic services. 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. Ensure the right mix of skills and capabilities through continuous professional development, recruitment, and performance feedback. Ensure consistent and effective line management practice through 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 to drive continuous improvement, service innovation and delivery of results.
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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	Library Information Management Postgraduate Degree or skill level equivalent to qualifications or experience.	A
E2	A proven track record in strategic planning, policy development, management, and provision of open research and academic services.	A & C
E3	Experience of leading and sponsoring projects.	A & C
E4	Extensive experience of achieving excellence through effective and motivational staff management, including matrix management, in virtual and face to face multidisciplinary team environments with colleagues from differing professional backgrounds.	A & C
E5	Excellent interpersonal, collaboration and leadership skills.	C
E6	Exceptional communications skills - oral, written and presentational.	C & D
E7	A skilled and effective change manager.	A & C
E8	Proven capabilities in relationship building and can provide authoritative leadership while fostering partnership and collaborating with all levels of the Library Services, the University and its partners.	C
E9	Excellent knowledge of all aspects of the current and developing research and academic support landscape in academic libraries.	C
E10	Demonstrable skills and extensive experience in partnership development.	A & C
E11	Financial management and planning skills and the ability to manage complex budgets.	A & C
E12	High level advocacy and influencing skills, particularly the ability to identify and if necessary challenge, prevailing attitudes and beliefs.	A & C
E13	Champions equality, diversity and inclusivity in service design, professional behaviours and working practices.	A & C
E14	Ability to operate effectively at all levels including with senior management and external stakeholders.	C
E15	Firm commitment to achieving the University's vision and values, with a passion for delivering impact through a transformative student and researcher experience.	C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Membership of relevant professional bodies.	A
D2	Able to swiftly gain an understanding of the organisation and the potential evolution of its business.	C
D3	Evidence of actively sharing professional expertise that has influenced developments at sector level.	A & C