University of Nottingham
UK | CHINA | MALAYSIA

Job title	Associate Director, Research	**Job family and level**	Administrative, Professional and Managerial Level 6
School/ Department	University of Nottingham Libraries	**Location**	University Park

Purpose of role

Reporting to the Deputy Director of Libraries, you will lead on developments and innovations in research communications, research support and research technologies and will liaise across the University in support of our research endeavours. Working closely with senior academic leaders as well as senior leaders in Research and Innovation (R&I) and Digital and Technology Services (DTS), you will use your excellent communication skills to build, maintain and maximise effective working relationships. You will be responsible for setting the strategic direction of the Libraries' research support service offer and implementing appropriate innovations. You will further enhance the external reputation and profile of the Libraries by demonstrating leadership in emerging areas of research technologies and services and will lead on our contribution to the delivery of the University's Research Strategic Delivery Plan.

As the Associate Director for Research, you will be a member of the UoN Libraries Senior Management Team (SMT) who collectively lead the department. Leadership skills, emotional intelligence, and the ability to work across the boundaries of the entire department are valued just as highly as any specific knowledge and skills that are required to be successful in this role. You will therefore be a senior leader who is committed to collective leadership and is able to understand and support the needs of the whole department. Along with all members of SMT, you will set the strategic direction for the department and be a role model for the inclusive and collaborative ways of working that are central to our successes.

Key to this role is your ability to engage and influence senior leadership. You will need to be able to advocate for open research and navigate the complexities of the publishing landscape. With a wealth of leadership and management experience, you will have the ability to communicate clearly, demonstrable negotiating and influencing skills, and exceptional attention to detail. You will bring in-depth technical sector expertise, along with real ambition for the strategic vision, development and delivery of our services.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from Black, Asian and Minority Ethnic backgrounds to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Senior Management Team (SMT)** You will: ▪ Collectively (with the rest of SMT) lead and manage UoN Libraries.	20%

	▪ Shape the strategic direction of the department. ▪ Define and enable an exemplary, high performance departmental culture. ▪ Lead cross departmental projects and initiatives. ▪ Represent UoN Libraries on university wide leadership groups. ▪ Maintain and develop relationships within the Department and the wider University and manage communication and engagement so that there is successful take up of services, good staff engagement and flow of information through the Department and across international campuses. ▪ With the Strategy and Planning Section of Libraries, develop, plan and deliver effective communication strategies, harnessing opportunities available across the University.	
2	**Research, Leadership and Strategic Development** You will: ▪ Lead on Open Research, Open Access and Scholarly Communications within the Libraries, working with academic staff and professional services colleagues across the University. ▪ Lead on provision of support and initiatives for research excellence and impact including open access and bibliometrics. ▪ Provide leadership and direction to the scoping and development of new and emerging services for research, and demonstrate leadership of these areas in a national and international context. ▪ Enhance the external reputation and profile of the University Libraries as being at the forefront of research services innovation in support of University strategy. ▪ As a key liaison point with the DTS Leadership Team, support the implementation of University wide research IT projects and services e.g. Research Data Management. ▪ Provide leadership of the Research Support Team and set their strategic direction. Through ongoing review and consultation with senior stakeholders, ensure the service is aligned with the university research strategy and the needs of schools and faculties. ▪ Provide support for colleagues at the university's overseas campuses, advising and assisting with the formulation of and adherence to policies and procedures to facilitate an equivalent and equitable student experience across all campuses. ▪ Ensure that service definitions, levels and targets are appropriate, agreed with stakeholders and that they are delivered.	30%
3	**Legal compliance** You will: ▪ Maintain an awareness of relevant legislation around the publishing of scholarly outputs including licences and policies and ensure that UoN practices align with the associated requirements. ▪ Lead on advice to both UoN researchers and library colleagues on scholarly licensing and copyright. ▪ Ensure that any requirements associated with future REF exercises are communicated and accommodated within processes.	10%
4	**Senior Faculty Engagement** You will:	20%

	▪ Build and manage strategic relationships between Libraries and the academic community. Ensure effective engagement at Faculty Board level, with Faculty Associate Pro-Vice-Chancellors for Research. Create effective working relationships with senior colleagues in R&I and DTS. Forge research relationships and initiatives in line with the University's research strategy ▪ Ensure the Libraries' expertise is embedded in strategic decision making ▪ Maintain and develop relationships within Libraries and other university Professional Service Departments and groups so that services and communication are coherent and effective.	
5	**Team Leadership and Management** You will: ▪ Lead, manage, motivate and support the Research Support Team ▪ Set and review goals with your direct reports (currently 4 x APM Level 5 direct reports) ▪ Create and foster a professional, supportive and high achieving culture ▪ Keep staff engagement at the center of your team thinking ▪ Model exemplary leadership skills ▪ Develop the team ▪ Manage the section budgets and forecasting, allocating spend appropriately.	10%
6	**Project Direction and Change Management** You will: ▪ Direct and lead Libraries transformation projects, steering the scope and shape of work, ensuring cross-Department links are made, and that resources are prioritised in line with strategy. Oversee the management of all aspects of the project lifecycle including planning, benefits realisation and closure. This will also include input into: 　▪ business case development; 　▪ commissioning external consultants and temporary staff as skills and capacity dictate; 　▪ facilitating agreement with senior stakeholders of project/programme scope and success criteria. ▪ In addition, lead on the development of project management professionalism within Research.	10%

Person specification

	Essential	Desirable
Skills	- Influencing skills gained at a senior level - Senior leadership skills and the ability to motivate and inspire a team - Evidence of oral, written and interpersonal communication skills - An ability to work effectively in a team environment with colleagues from different professional backgrounds - An ability to prioritise and to schedule workloads in the face of conflicting demands, within resource limitations - Ability to manage a budget - Evidence of information technology skills	Ability to develop and maintain external professional contacts and networks
Knowledge and experience	- Knowledge of legal and regulatory requirements (e.g. Copyright legislation, Open Access, Data Protection) - Demonstrable knowledge of the information landscape and scholarly communications associated with Higher Education - Experience of developing services in support of research - Experience of strategic planning - Experience of change management - Experience of the management and direction of projects - Experience of staff management - Experience of stakeholder management - Commitment to meeting the needs of University staff and students - A proactive approach to service development	Experience of developing and implementing communication and engagement strategies and initiatives
Qualifications, certification and training (relevant to role)	First degree (or equivalent) or substantial relevant experience	Postgraduate qualification (or equivalent)

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

Taking ownership Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

Forward thinking Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition

Professional pride Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

Always inclusive Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

Line manager

Deputy Director of UoN Libraries

Role holder

Associate Director, Research

Key stakeholder relationships

Libraries SMT

Direct Reports

University Colleagues