Job title	Associate Director, Content and Discovery	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	University of Nottingham Libraries	Location	King's Meadow Campus

Purpose of role

Reporting to the Deputy Director of Libraries, you will have responsibility for ensuring that UoN Libraries acquires, manages and provides an optimised collection of digital and print resources to support the educational and research needs of the institution.

You will have responsibility for leading service development and innovation, coordinating and informing strategy development, managing the library systems and repositories roadmap, and for supplier relationship management. You will also oversee and prioritise operational planning and implementation and the direction of projects and new initiatives. Core to this role is management of a large team of staff, responsibility for a multi-million pound budget, and ensuring that collections are discoverable and meet the diverse needs of students, researchers and academics.

As the Associate Director for Content and Discovery, 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.

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. ▪ Shape the strategic direction of the department. ▪ Define and enable an exemplary, high performance departmental culture. ▪ Lead cross departmental projects and initiatives.	20%

	▪ 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	**Content and Discovery Leadership and Strategic Development** You will: ▪ Lead the continuous improvement of access to collections to meet academic needs. ▪ Work with colleagues to support the dissemination of UoN research outputs. ▪ Ensure that service levels and targets are appropriate, agreed with stakeholders and that they are delivered. ▪ Develop and maintain frameworks to measure the success of the Section and ensure collection of data about use of collections and services. ▪ Devise and drive initiatives which improve student and staff satisfaction with library collections, including the digital library. ▪ Monitor national sector developments and the University's position relative to other institutions. ▪ Develop and implement training and development activity so that all staff deliver high levels of service.	30%
3	**Collections and Acquisitions** You will: ▪ Oversee systems and processes to ensure that UoN library collections are provided in appropriate quantities and formats to meet the academic needs of the institution and in line with copyright legislation. ▪ Ensure effective management of print and digital collections including the provision of an Alternative Formats Service. ▪ Manage the library materials budget to maximise acquisition in line with University priorities and strategy. ▪ Facilitate and participate in consortial negotiations to secure value-for-money content. ▪ Facilitate and participate in national collection management schemes to maximise space and collections for the University community. ▪ Lead on the management the licensing associated with electronic resources. ▪ Develop and implement data driven approaches to acquisitions.	15%
4	**Resource Discovery and Access** You will: ▪ Ensure effective and efficient provision of cataloguing and metadata services including supporting institutional research output deposit and management. ▪ Ensure that mechanisms exist to support funder reporting and compliance requirements. ▪ Lead and oversee the annual development and implementation of the library systems and repositories roadmap and operational plans.	15%

	▪ Ensure the effective management of library system supplier contracts and relationships, including the sourcing of external library technology systems provision and contract negotiation. ▪ Lead on relationship management with Digital Technology Services (DTS) so that infrastructure is developed in line with needs. ▪ With library colleagues ensure that connections are made between library systems and learning systems to deliver a seamless student experience. ▪ With Research and Innovation colleagues ensure that connections are made between library systems and research systems to deliver a seamless experience for the researcher. ▪ Be the point of escalation of library system failure and lead on incident management.	
5	**Team Leadership and Management** You will: ▪ Lead, manage, motivate and support the Content and Discovery Section of UoN Libraries ▪ Set and review goals with your direct reports (currently 3 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 and Content and Discovery projects. Steer the scope and shape of work, ensuring cross-departmental 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 Content and Discovery.
		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 ▪ Demonstrable knowledge of library technologies ▪ Management skills including project and change management ▪ Evidence of oral, written and interpersonal communication skills ▪ Demonstrable budget management 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 ▪ Evidence of information technology skills	▪ Ability to develop and maintain external professional contacts and networks
Knowledge and experience	▪ Evidence of professional experience in a senior management capacity, including experience of strategic planning and budget management ▪ Experience of management of library systems, and digital library implementation projects ▪ Experience of supplier relationship management in library technologies e.g. reading list systems and library search interfaces ▪ Experience of application management and testing ▪ Knowledge of legal and regulatory requirements (e.g. Copyright legislation) ▪ Experience of communication and engagement strategy and initiatives ▪ A proactive approach to service development	▪ Experience of the university sector and knowledge of its current environment ▪ Experience of leading and managing change
Qualifications, certification and training (relevant to role)	▪ First degree (or equivalent) or substantial relevant experience	▪ Postgraduate qualification (or equivalent) ▪ Formal training in project and/or programme management

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, Content and Discovery**

Key stakeholder relationships — Libraries SMT | Direct Reports | University Colleagues