

Job Description

Job title	Interim Head of Resources & Technology
School / department	Library Services
Grade	7
Line manager	Director of Library Services
Responsible for	Research Support Manager Acquisitions and Subscriptions Librarian Library Systems Manager

Main purpose of the job

- Ensure efficient identification, acquisition, management, discovery, use and development of library resources through efficient and effective processes, supplier relationships, agreements and use of technology
- Administer library non-staff budgets on behalf of the Director of Library Services
- Manage relationships and associated projects between Library Services, IT Services and external systems suppliers to ensure library technology needs are met
- Provision of management information to inform library planning
- Develop Library Services scholarly communication and research support capabilities to meet the needs of the University's Research and Scholarship Strategy and REF Strategy

Key areas of responsibility

1. Manage the acquisition, cataloguing, classification, and processing of library materials in all formats and media, developing and managing workflows and introducing new and updated procedures as appropriate.
2. Oversee the development of the Library's Content Strategy, working with the Head of Academic Support and Academic Support team, ensuring that the print and online collections meet evolving University needs with particular emphasis on reading list provision.
3. Working with the Director of Library Services and section Heads, administer the Library Services non-staff operating budget, ensuring compliance with the University's Financial Regulations and providing proactive, timely, and relevant management information to budget holders and stakeholders across the University.
4. Manage supplier relationships and service agreements, monitor consortia purchase arrangements regularly to secure the most advantageous arrangements for the library.
5. Ensure continuity of service by managing and co-ordinating the systematic renewal of subscriptions to print and online resources and maintenance agreements, and manage the recording of licensing arrangements working with the University Secretary.

6. Oversee trials and evaluations of new products and services in close co-operation with the Head of Academic Support and the Academic Support team.
7. Take the lead in the creation, maintenance, and analysis of appropriate management information, including library resource use profiles for the academic Schools.
8. Provide leadership by ensuring effective line management and development of all members of the Resources and Technology team, implementing performance standards to ensure accountability, consistency, and cohesion to service delivery.
9. Working with the Head of Academic Support, develop the UWL Repository and associated Open Access publishing processes to promote Open Access and visibility of University research and scholarship outputs.
10. Working with IT Services and external suppliers, oversee library systems and authentication processes, including policy determination, co-ordination and oversight of the Library Systems Manager's work and functionality development.
11. Lead and manage projects relevant to the role across Library Services.
12. Represent Library Services on relevant University committees or working groups and externally, as required, in particular regional and national consortial purchasing and shared services initiatives.
13. Maintain a high level of continuing professional development, using internal and external networks, seminars and conferences to maintain an up-to-date knowledge of relevant sector trends and development, especially in resource management and discovery.
14. Maintain an awareness of relevant external developments and best practice for similar service provision with benchmark / comparator institutions.
15. As member of the Library Management Team, contribute to the overall management and direction of the Library, deputising for the Director of Library Services as required in co-ordination with other section Heads.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / back ground information

Although based at a particular campus, the post holder is required to work at any of the University sites as necessary.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<p>First degree, or equivalent</p> <p>Postgraduate qualification in information / library studies, or equivalent</p>	<p>Membership of an appropriate professional body</p>
Knowledge and experience	<p>Extensive experience of working in a library or academic information sector environment</p> <p>Substantive experience of resource management and procurement in a university library or similar information environment</p> <p>Experience of managing resources and data within library systems and the management of electronic resources</p> <p>Experience of managing supplier relationships</p> <p>Experience of line and team management</p> <p>Working knowledge of Open Access, legal, and copyright issues in academic environment</p>	<p>Library or IT project management experience</p> <p>Demonstrable performance management skills</p> <p>Change management experience</p> <p>Participation in sector technology projects and initiatives</p> <p>Management of library systems / IT staff</p> <p>Knowledge of library bibliographic and data interchange standards</p>
Specific skills to the job	<p>Ability to think strategically and write strategic documents</p> <p>Ability to analyse complex information and distil into an abstracted form for senior managers and other stakeholders</p> <p>Experience of administering resource licensing / contract agreements</p> <p>Experience of managing budgets</p>	<p>Experience of using or managing / specialist library systems and applications</p> <p>Experience of preparing funding bids</p> <p>Familiarity with library and publishing statistics and reporting standards</p> <p>Knowledge of monitoring and reporting on resource activity and usage</p>

	<p>Ability to articulate an understanding of the rapidly changing culture of higher education and library provision</p> <p>An awareness of and ability to apply appropriate new technology to service delivery in an academic library environment</p> <p>Ability to network effectively and represent the interests of Library Services within the University and to the broader sector</p>	<p>Project experience of developing online library or resource management services and processes</p>
<p>General skills</p>	<p>Proven ability in leading, line-managing, and motivating a team</p> <p>High standards of written and oral communication, including the ability to present and explain technical issues to diverse audiences at all levels</p> <p>Excellent IT skills and experience of Microsoft Office applications</p> <p>Ability to proactively prioritise complex and competing demands with minimal supervision</p> <p>Excellent interpersonal, negotiating and / or influencing skills</p> <p>Good levels of numeracy</p> <p>Self-awareness and self-reflection, especially relating to interpersonal skills</p> <p>Ability to innovate and apply lateral thinking to solve problems</p>	
<p>Other</p>	<p>An adaptable, responsive and flexible approach and enthusiasm for a rapidly changing library and higher education environment</p>	<p>Evidence of professional writing / speaking</p>

	<p>A commitment to meeting user needs and a proactive, positive approach to service development</p> <p>Evidence of continuing professional development and keeping professional knowledge up-to-date</p>	
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Disclosure and Barring Scheme	This post does not require a DBS check
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Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.