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| Last updated: | January 2018 |

**JOB DESCRIPTION**

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| Post title: | **Digital Scholarship Manager** |
| Academic Unit/Service: | Library (Content, Collections, Discovery) |
| Faculty: | Library & Arts  |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| \*ERE category: | n/a |
| Posts responsible to: | Associate Director (Content, Collections, Discovery) |
| Posts responsible for: | Direct:* Digital Projects Librarian
* Principal Library Assistant, Digital Content

Indirect* Principal Library Assistant, Digital Systems
* Senior Library Assistant, Digital Content
* Library Assistant, Digital Imaging
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| Post base: | Office-based |

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| Job purpose |
| To manage the development of innovative Library services supporting digital research and education across all faculties and subjects, developing programmes and projects of digital transformation with a focus on Library collections and content, including digitisation, digital curation, digital preservation, and promotion of the unique and distinctive information assets of the institution.The post-holder is pro-active in identifying trends and opportunities in digital transformation and applying insights developed through engagement with internal and external communities of practice to meet University strategic priorities. The role involves joint leadership of the Learning Technologies and Digital Innovation shared service in partnership with iSolutions and is responsible for the maintenance and enhancement of the Library web environment ensuring that a high-quality user experience drives a culture of continuous improvement across multiple services and interfaces.The post-holder manages the Digital Scholarship team (currently c. 5 FTE), maintains relationships with internal and external practitioners working in the digital transformation of research and education, collaborates with colleagues from across the Archive, Collections, and Engagement teams, and works with other Library managers to ensure the delivery of ambitious and forward-looking strategies for the provision of innovative digital content and the development of digital skills and support services for the University. |

| Key accountabilities/primary responsibilities | % Time |
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|  | To lead, in partnership with equivalent posts in the Centre for Higher Education Practice, HR, and iSolutions, a shared service for the development of innovative, quality-assured research and education, developing robust business plans, establishing and defining key performance indicators and service levels | 20 % |
|  | To develop Library content provision to enable the delivery of digital innovation in scholarly and pedagogical practice, defining, planning, and leading programmes of digitisation, digital curation, digital preservation, and promotion of the unique and distinctive information assets of the University | 20 % |
|  | To take responsibility as the ‘product owner’ of the Library web presence, ensuring a focus on the academic and student experience drives the development of content strategy and a culture of continuous improvement across a distributed team of web editors from Library teams and sites, delivering an online environment for users of Library content and services integrated with the broader virtual learning and research environments | 20 % |
|  | To provide insight and expertise to the development of innovative digital content and services, taking a user-experience led approach to the evaluation of known and emerging opportunities, and taking overall responsibility for planning and implementing long-term strategies in collaboration with colleagues from across the University | 10 % |
|  | To lead the Digital Scholarship team (currently c. 5 FTE), identifying opportunities to develop the work of the team, scoping and proposing solutions, planning and implementing the work involved, ensuring the team has the appropriate mix of skills and capacities by taking responsibility for team performance through defining and delivering team development plans and individual objectives based on continuous professional development, recruitment, and performance appraisal | 10% |
|  | To build partnerships and manage high-level relationships with academics and colleagues working in digital transformation across professional services, and external communities of practice and suppliers including regional, national, and international libraries and service providers | 10% |
|  | To bring expert knowledge to developing strategic plans for Library Services, as a member of the Library Policy and Strategy Forum, informing the Library Senior Management Team of trends and opportunities arising in the area of responsibility, supporting a culture of continuous improvement, and managing change associated with a rapidly evolving area of work | 5% |
|  | To represent the University externally through demonstrated experience of national and international developments and professional communities, based on a thorough knowledge of current and emerging issues in the area of responsibility | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | % |

| Internal and external relationships |
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| Departmental and University senior managementiSolutions management teams and specialistsOther members of the Library and Arts department/University staffExternal customersRelevant professional contacts, e.g. other HEIs, open source communitiesEnd users (staff and students) |

| Special Requirements |
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| Additionally the post holder will be required to:* Show personal commitment to the values of the service: excellence, creativity, community and integrity
* Demonstrate commitment to maintaining knowledge and awareness of the information and higher education environment through continuing personal and professional development
* Fulfil the responsibilities for employees and managers set out in the University Health and Safety Policy and associated procedures
* Demonstrate commitment to equality and diversity

Willingness to work at other campus locations and to cover internal and external events and meetings which may on occasion involve out of hours working is an expectation of the role. |

**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 degree in an area relevant to the current post, e.g. information science, learning technology, digital curation, library archive or museum studies, or similar.Proven experience of the application of digital technology and innovation to the enhancement of servicesProject management skills and ability to manage projects with complex dependencies to time and budgetExperience of building partnerships and collaborative ways of working with a diverse range of colleagues and specialistsAble to apply experience and awareness of digital transformation to the delivery of University strategic prioritiesExperience of managing change involving individuals, teams, workflows, and systems | Experience of participating in open source communities and agile developmentExperience of developing innovative digital content services in a higher education environmentExperience of user-experience research and iterative service design |  |
| Planning and organising | Able to plan and manage major new projects or significant new activities, ensuring plans align with broader organisational strategy.  |  |  |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues.Able to apply originality in modifying existing approaches to solve problems.Proven ability to develop and share innovative solutions and approaches to work processes in line with changing University requirements. |  |  |
| Management and teamwork | Able to manage team dynamics, ensuring any potential for conflict is managed effectively.Able to formulate development plans for staff to meet current and future skills needs.Able to provide expert guidance and advice to colleagues to resolve complex problems. |  |  |
| Communicating and influencing | Able to communicate effectively and persuasively at many levels and for different target audiences, including evidence of the networking and collaborative skills required for partnership working. Ability to persuade and influence including evidence of ability to influence upwards.Able to resolve tensions and difficulties as they arise. |  |  |
| Other skills and behaviours |  |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| [x]  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  |  |  |  |