

Last updated: 18/12/20

JOB DESCRIPTION

Post title:	Collections Development Manager		
Academic Unit/Service:	Library Services (Collections, Technology and Systems)		
Faculty:	Library Services and Arts		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Head of Collections Management, Technology and Systems		
Posts responsible for:	Direct: - MSA3 Principal Library Assistants Indirect: - MSA2B Senior Library Assistants - MSA2A Library Assistants - MSA1B Library Assistants		
Post base:	Office-based		

Job purpose
<p>To manage the review and evaluation, and the operational management of print collections and e-resources. Designing and implementing approaches to understanding academic need, medium- and long-term strategies for print collections and e-resources, supporting research and education across all faculties and subjects.</p> <p>The post-holder will be responsible for managing and developing the collections management team, and working in close partnership with colleagues from across Library Services, including leading small project teams as necessary, to implement significant changes to collections to ensure they remain fit for academic purpose, including withdrawals and resequencing.</p> <p>The role involves acting as a source of expert knowledge on library collections data and analysis, shared services for collections management at national level, and a key point of contact with external partners such as the British Library, Jisc, and UK Research Reserve.</p>

Key accountabilities/primary responsibilities	% Time
1. To plan and implement long-term strategies for the reshaping of library print and online collections, and informing significant changes to the storage and sequencing of library collections totalling c. 2.5 million printed items across multiple sites, to support research and education across all faculties and subjects	20 %
2. To lead the evaluation of library print and online collections through expert analysis of locally and nationally available data and management information, production of reports, briefings, and presentations, modelling of future scenarios to inform long-term strategic outcomes and consulting with senior library managers, working in close partnership with stakeholders to understand academic needs and behaviours	20 %

Key accountabilities/primary responsibilities		% Time
3.	To take overall responsibility for collections management, ensuring conformance with relevant copyright legislation and licences, advising academics and students and resolving complex issues, reviewing and improving workflows, implementing quality measures and service levels within agreed policy objectives, leading short-term project teams delivering enhancements to process efficiency, and instigating a culture of continuous improvement	20 %
4.	To act as a source of expert knowledge on collections development including copyright and educational content licences, digital asset management, library data analytics, and national or regional services for collaborative collections management, providing advice and resolving complex issues with library staff and academic and student library users	10 %
5.	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 and provide matrix support for others involved in collections management projects	10 %
6.	To support staff, users, and suppliers by resolving complex issues in collection management and access or evaluation, and providing support for building refurbishment programmes, working closely with external contractors as necessary	5 %
7.	To support the development of library policy and strategy by providing expert review and reporting in specialist areas of responsibility, identify new opportunities or sources of information, and work collaboratively with colleagues from other teams on planning and implementing agreed changes	5 %
8.	To participate in expert networks, groups, and workshops, to build and maintain expertise in relevant specialist areas including collaborative collections management initiatives, library metadata interoperability and shared services for collection evaluation, content access and supply including copyright and licensing, and library analytics	10 %
9.	Any other duties as allocated by the line manager following consultation with the line manager	%

Internal and external relationships
<p>Departmental and University senior management</p> <p>Other members of the department</p> <p>External customers</p> <p>Relevant suppliers and external contacts</p> <p>Faculties and Professional Services.</p>

Special Requirements
<ul style="list-style-type: none"> • There may be occasions where you may be required to work outside of your normal working hours. • Post holders may be asked to work at various campus locations to support the delivery of their role.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in information science, library or archive studies or related field</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.</p> <p>Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.</p> <p>Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University.</p>	<p>Degree or advanced degree in information science, library or archive studies or related field</p> <p>Knowledge and experience of current issues and emerging trends in academic library collections, including access and supply models in a shared environment</p> <p>Knowledge and experience of library data and analytics, including the production of reports to inform library planning</p>	
Planning and organising	Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.	Experience of successful project management.	
Problem solving and initiative	Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.		
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p> <p>Able to formulate development plans for own staff to meet required skills.</p>	Experience of successfully managing and developing staff.	
Communicating and influencing	<p>Able to provide accurate and timely specialist guidance on complex issues relating to discovery and metadata</p> <p>Able to use influencing and negotiating skills to develop understanding and gain co-operation.</p>		
Other skills and behaviours			
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> 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.
<input type="checkbox"/> 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.

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			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University: Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others