

Job Description and Person Specification

Last updated: 07/05/2024

JOB DESCRIPTION

Post title:	Head of Collections, Acquisitions and Discovery		
Standard Occupation Code: (UKVI SOC CODE)	1259 MANAGERS AND PROPRIETORS IN OTHER SERVICES N.E.C.		
School/Department:	Library		
Faculty:	Student Experience Directorate (SED)		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	
Posts responsible to:	Associate Director (collections, Technology and Systems)		
Posts responsible for:	Collections Acquisitions Manager Reading List Manager Discovery Manager, Cataloguing & Metadata		
Post base:	Office-based (see job hazard analysis)		

Job purpose
<p>The post-holder leads the Acquisition, Reading List and Discovery teams. Maintaining good business relationships with commercial content providers and other stakeholders, the post holder manages the acquisition, licensing, description, discovery, and access to materials added to library collections in physical and digital formats. The post holder is responsive to strategic institutional agendas, trends in academic publishing and content provision, as well as user experience. The post holder shares operational oversight for a multi-million-pound budget and works with colleagues in the Library and in Finance to maintain a sustainable financial position. The post holder works within relevant financial regulations.</p>

Key accountabilities/primary responsibilities	% Time
1. To manage the writing, development, implementation, and evaluation of policies and plans for acquiring, describing, providing access to, and processing all physical and digital materials added to library collections of c. 2.5 million items resulting from the spend of c. £5 million/year, anticipating and influencing market trends through engagement with publishers, suppliers, and collaborative services at national and regional level	20 %
2. To monitor budgets, prepare forecasts, and develop and collate usage data and management information to support decision making and to develop funding allocations, to ensure library collections meet current and anticipate future needs of users (academics and students) across all faculties and subjects	20 %
3. To take responsibility as an 'expert user' or 'product owner' of library information and collections related systems in the areas of responsibility, contributing to roadmap development by horizon scanning and through engagement with professional communities	10 %

Key accountabilities/primary responsibilities		% Time
4.	To lead discovery and access to Library collections and content, taking a user-experience led approach to developing innovative and forward-looking systems and services, benchmarking provision against emerging best practice in a fast-paced environment, and taking overall responsibility for metadata quality and cataloguing	10 %
5.	Responsible for the leadership, performance management and development of team members, including conducting an annual appraisal to ensure that individual contributions are maximised, and succession plans are in place. Line manages 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. Where appropriate work collaboratively to matrix manage a multidisciplinary team to ensure the delivery of the Library strategy	10 %
6.	To manage high-level relationships with the wide range of suppliers from which the library procures content and services, and participate actively in collaborative procurement consortia to propose requirements and influence the market through tenders, to ensure value for money in spend on information content (currently c. £5 million/year) supporting research and education across all faculties and subjects	10 %
7.	To bring expert knowledge to developing strategic plans for Library Services, as a member of the Library Management team, informing the Library Leadership 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 %
8.	Contribute to business planning and manage resources and budgets effectively ensuring value for money and adherence to the University financial regulations.	5 %
9.	To represent the University externally through national and international organisations and professional communities, based on a thorough knowledge of current and emerging issues in information procurement and access in higher education	5 %
10.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

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

Special Requirements
There may be occasions where you are required to work outside of your normal working hours. Examples include attending conferences or other Higher Education Library sector event. Post holders will occasionally be asked work at various alternative campus locations in Southampton and Winchester to support the delivery of their role. Examples include supporting specialist acquisitions or metadata standards in specific collections.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
<p>Qualifications, knowledge and experience</p>	<p>Skill level equivalent to achievement of a professional qualification or postgraduate degree.</p> <p>Proven experience of managing outcomes in a specialist field.</p> <p>Proven project and/or people management skills.</p> <p>Able to apply experience and awareness within specialist field.</p> <p>Able to appreciate institutional priorities and to apply these in managing work outcomes.</p> <p>Understanding of current developments in Scholarly communication and collection development</p> <p>Proven ability to manage procurement within budget.</p> <p>Experience of taking a user-centred approach to implementing service development.</p> <p>Able to apply experience of business trends to identify opportunities, plan and deliver service enhancements and advocate across teams.</p> <p>Able to appreciate priorities and collaborate with specialists to manage and develop a service.</p>	<p>Membership of a relevant professional body, such as the Chartered Institute for Library and Information Professionals (CILIP)</p> <p>PRINCE2 or similar project management qualification.</p> <p>Experience of reviewing and implementing complex systems.</p> <p>Experience of participating in regional or national business collaborations.</p>	
<p>Planning and organising</p>	<p>Able to plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy.</p> <p>Able to effectively lead cross team working.</p> <p>Exceptional organisational and time management skills, and the flexibility to adapt quickly to change.</p>		

<p>Problem solving and initiative</p>	<p>Able to identify broad trends and assess deep-rooted, complex issues.</p> <p>Able to apply originality in modifying existing approaches to solve problems.</p> <p>Proven ability to develop and share innovative solutions and approaches to work processes in line with changing requirements.</p>		
<p>Management and teamwork</p>	<p>Able to manage team dynamics, ensuring any potential for conflict is managed effectively and creating a high performing team.</p> <p>Able to formulate personal and team objectives and development plans for own staff to meet current and future skill needs.</p> <p>Able to provide expert guidance and advice to colleagues to resolve complex problems.</p> <p>Able to participate in senior leadership teams, contributing to decision making. This includes giving briefings and presentations and making positive contributions to professional debates.</p> <p>Experience of evaluating team structures in order to maximize productivity, including through matrix management arrangements</p>		
<p>Communicating and influencing</p>	<p>Able to persuade and influence to foster and maintain business relationships.</p> <p>Able to resolve tensions and difficulties as they arise.</p> <p>Able to communicate effectively and persuasively at many levels and for different target audiences.</p>		
<p>Other skills and behaviours</p>	<p>Able to gain an understanding of a business organisation and the potential evolution of its business.</p>		
<p>Special requirements</p>	<p>Demonstrate Southampton University behaviours (Appendix 1.</p>		

	Embedding Collegiality - see below).		
--	--------------------------------------	--	--

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