Job Description

Job title	Head of Content and Scholarly Communication
School / department	Library Services
Grade	7
Line manager	Director of Library Services
Responsible for	Scholarly Communication Manager Acquisitions and Subscriptions Librarian Systems Librarian

Main purpose of the job

The post-holder provides leadership, development and operational management of the Content and Scholarly Communication team, supporting the Director of Library Services and Library Management Team peers in delivering the strategic objectives and priorities for UWL Library Services. The team includes responsibility for acquisitions and procurement of physical and online information resources, metadata creation and ingest, support and development of specialist library information systems, and scholarly communication and research support for the University.

The post-holder's key working relationships include relationship and project management between Library Services, IT Services, UWLSU, external systems and library content suppliers, and sector bodies and consortia.

Key areas of responsibility

1. Assist the Director of Library Services in delivering departmental strategic objectives and priorities, including deputising for the Director as required in coordination with other Heads of Service peers.

2. Contribute to strategic planning and development of the Library Services Strategy, and as a member of the Library Management Team to the delivery of the underpinning Library Services Operational Plan.

3. With the Head of Academic Support and Academic Support team, implement and continue to develop the Library Services Content Strategy, ensuring effective collection management and development to ensure that print and online collections meet evolving University needs.

4. Oversee procurement of library information resources, developing and managing associated staff workflows and managing projects to evaluate the user experience and impact of information resources and assessing their cost-effectiveness.

5. With the Director of Library Services, contribute to financial planning and information resources budget administration, ensuring compliance with the University's financial regulations and providing proactive, timely and relevant management information to stakeholders across the University.

6. Manage supplier relationships and service agreements, monitor consortia purchase arrangements regularly to secure the most advantageous arrangements for the library.

7. 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.

8. Ensure effective leadership and management and develop staff capability and talent within the Content and Scholarly Communication team, in line with relevant University policies and timescales ensure effective induction, development and appraisal of staff.

9. Lead on Library Services scholarly communication and research support activity, supporting open access publishing and fostering a culture of open research and scholarship within the University.

10. Strategic management and ownership of library information systems and open access and publishing systems and processes, including co-ordination of development, policy, and senior supplier liaison.

11. Manage and participate in projects across Library Services, within the wider University, and externally with sector partners.

12. Represent Library Services on University committees and working groups and externally, with delegated authority from the Director of Library Services.

13. Maintain a high level of continuing professional development, including using internal and external networks and events to maintain up-to-date knowledge.

14. Maintain an awareness of relevant external developments and best practice for similar service provision with benchmark / comparator institutions.

15. Demonstrate personal commitment to, and leadership to support, the equality and diversity policies of the University.

In addition to the above areas of responsibility the post-holder may be 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	First degree, or equivalent experience Postgraduate qualification in information / library studies, or equivalent experience	Membership of a relevant professional body
Knowledge and experience	Demonstrable senior experience working in a library or academic environment including delivery of key objectives Experience of line and team management, including staff development and performance management Experience of project management Experience of supplier liaison or managing internal / external supplier relationships Experience at a senior / strategic level in one or more of the following areas: a. Knowledge and understanding of scholarly communication, open access, legal, and copyright issues in an academic environment b. Resource management and procurement in a library or academic environment c. Strategic management of specialist library systems and applications	Experience of providing input to influence longer-term strategic planning Change management experience Knowledge of descriptive and predictive statistics and their application.
Specific skills to the job	Ability to analyse and summarise complex and conceptual information using a range of	Familiarity with library and publishing statistics and reporting standards

	media and formats to meet the needs of a diverse audience Experience of administering contract agreements or resource licensing An awareness of and ability to creatively apply new technologies to service delivery in a library environment Ability to network effectively with peers across multi-professional teams, representing the interests of Library Services within the University and to the broader sector	Knowledge of monitoring and reporting on resource activity and usage
General skills	Proven ability in leading, line-managing, and motivating a team High standards of written and oral communication, including the ability to present and explain technical concepts to diverse audiences at all levels using different channels. Excellent IT skills and experience of Microsoft Office and other desktop applications Ability to proactively prioritise complex and competing demands with minimal supervision Excellent interpersonal, negotiating and / or influencing skills Self-awareness and commitment to reflective practice, especially relating to interpersonal skills Ability to innovate and apply lateral thinking to solve problems	
Other	Evidence of continuing professional development, including the ability to acquire	Evidence of professional writing and / or speaking

	new skills and apply them effectively. Commitment to meeting customer needs and a proactive, positive approach to service development	
Disclosure and Barring Scheme	This post does not require a DBS check	

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.