

## Job Description

Position Details	
Faculty/Directorate	Academic Services
School/Department	Library and Cultural Services
Job Title	Head of Cultural Collections
Grade	10
Hours of Work	Full time
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Associate Director Collections and Digital Transformation
Responsible For (Job Title)	North West Film Archive, Special Collections and Poetry Library teams, and the Cultural Collections Administrator

### Principal Accountabilities

Provide inspirational, proactive leadership to drive change and the continual development of outstanding Library and Cultural Services in support of the University's priorities for education, research and civic engagement.

Lead the current and future development of cultural collections and associated services, ensuring the North West Film Archive, Manchester Poetry Library and Special Collections collectively leverage the potential of the cultural collections in support of Library and Cultural Services' vision and University priorities.

Develop innovative and creative use of the cultural collections in support of University priorities for education, research and civic engagement.

### Key Tasks

#### Leadership

Share responsibility for the leadership of Library and Cultural Services through active membership of the LCS Senior Leadership Group.

Make a valued contribution to the Library Transformation Programme and use expertise to design a transformed experience of cultural collections in the new library.

Develop, support and partner in opportunities for research on the collections with academics within the University and beyond.

Ensure cultural collections are embedded in teaching and learning, seeking and maximising opportunities for cultural collections to enhance the student experience at Manchester Met.

Ensure a strategic approach to collection development that builds on collection strengths and aligns with current and likely future priorities for education and research, developing the collections through acquisition, purchase, and by encouraging gifts and deposits.

Develop and implement a digital strategy for the cultural collections, working with the Head of Digital Transformation.

Identify and pursue opportunities for grant capture and philanthropic support for the development, exploitation, digitisation, preservation and impact of the cultural collections.

Provide leadership for relevant accreditations and benchmarks, ensuring that policies are kept up to date and reflect best practice.

Actively horizon scan, monitor trends and evaluate their potential to enhance the development and exploitation cultural collections in support of University strategy.

### **Management**

Develop team and individual objectives, provide effective recruitment and line management, nurture talent and ensure professional development.

Foster a high-performance culture that empowers staff to innovate, collaborate and deliver excellence

Ensure the development and delivery of innovative, high quality services which are effective and efficient.

Ensure physical and digital collections are managed, conserved, preserved, stored and displayed in line with appropriate professional standards and sector best practice.

Ensure emergency plans and procedures are in the place for the preservation of the cultural collections (physical and digital).

Develop and embed strong data capability in Cultural Collections teams, ensuring data is used to inform service development, create efficiencies and evidence impact.

Take delegated responsibility for projects and operational budgets as agreed with the Associate Director Collections and Digital Transformation.

### **Collaboration and Partnerships**

Work closely with the Head of Content and Collections, Head of Teaching and Learning and Head of Open Research to ensure a team approach to collection development and support for teaching, learning, research and public engagement.

Proactively develop and maintain strong, trusted relationships with academics and cultural partners, and seek and maximise opportunities for collaboration and partnership working.

Foster, manage and maintain relationships with donors, depositors and funders.

Represent Library and Cultural Services, or the University, at national and international levels and in key sector groups and organisations.

Actively participate in external networks in order to share best practice, develop shared responses to pan-sectoral issues and identify opportunities for collaboration and partnership, locally and nationally.

Seek and promote external engagement within the library, museum, archive and/or HE sector to maximise opportunities to enhance the profile and reputation of Library and Cultural Services and the University.

Share in Library and Cultural Services' culture and ways of working.

## Special Features

Owing to the particular responsibilities of the post, there will be some times of the year when it will either not be possible for the post holder to take annual leave, or be necessary to limit the amount of annual leave that can be taken.

Some UK and overseas travel may be required.

Some evening, weekend and bank holiday working will be required.

## Miscellaneous

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

You are responsible for applying the University's Equality and Diversity Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You are responsible for assessing and managing risk for all elements of work within your own area/team and for ensuring effective risk management processes are in place.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

## **Review**

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

### Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	<b>Skills &amp; Abilities</b>	1.1	Excellent leadership and management skills including strategic planning, and change, project and people management.	E
		1.2	Strong team ethos and collegiate approach to leadership and management.	E
		1.3	Able to lead successful change and manage uncertainty.	E
		1.4	Excellent verbal, written and interpersonal communication skills with the ability to influence and negotiate with colleagues and external organisations at all levels.	E
		1.5	Able to create, inspire and empower a high performing team to achieve successful results against high standards and clear objectives.	E
		1.6	Excellent planning and organisational skills and able to prioritise and adapt strategic and operational objectives in the face of changing needs and conflicting demands.	E
		1.7	Excellent analytical and problem-solving skills, and a proven ability to make independent, timely and robust decisions.	E
		1.8	Successful experience of fostering and maintaining trusted relationships, within an organisation and externally.	E
		1.9	Able to exploit the potential of data to inform strategic planning and drive service development.	E
		1.10	Commitment to excellent customer service.	E
		1.11	Emotional intelligence, resilience and flexibility.	E

2	<b>General &amp; Specialist Knowledge</b>	2.1	Understanding of Library and Cultural Services strategy and knowledge of services.	E
		2.2	Knowledge and understanding of the issues and context within which UK higher education operates.	E
		2.3	Knowledge of current developments in the delivery of university library and cultural services for education and research.	E
		2.4	Excellent knowledge and understanding of the latest developments in teaching, learning and research in HE.	E
		2.5	Excellent understanding of issues and context within which special collections, museums and archives operate, particularly within universities.	E
		2.6	Knowledge of the design, development, management and delivery of cultural collections and their services including collection management and development and relevant legal and policy frameworks.	E
		2.7	Knowledge of digitisation and digital preservation technologies and processes, and associated rights and copyright issues.	E
3	<b>Education &amp; Training</b>	3.1	A relevant degree or equivalent qualification.	E
		3.2	A professional qualification in relating to library, archival or museum collections, or equivalent experience.	E
4	<b>Relevant Experience</b>	4.1	Substantial relevant experience in a senior role in a special collections, museum or archive environment, ideally in higher education.	E
		4.2	Experience of change management, including leading culture change.	E
		4.3	Experience of motivating, leading and developing multi-professional teams, including managing poor performance.	E
		4.4	Experience of managing, developing and enhancing cultural collections, including through digital development	E
		4.5	Experience of the use of heritage collections for teaching, learning, research and public engagement, ideally in a scholarly environment.	E
		4.6	Experience of leading digitisation and/or digital preservation projects.	D
		4.7	Experience of fundraising, donor cultivation and/or income generation	D
		4.8	Experience of participation in regional/national/international initiatives.	D
5	<b>Special Requirements</b>	5.1	Evidence of, and commitment to, ongoing personal and professional development.	E
		5.2	A commitment to equality and diversity policies and objectives.	E
		5.3	The ability to travel as necessary within the UK and overseas.	E

<b>Date of Revision</b>	August 2025
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