

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

| Position Details | |
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| Faculty/Directorate | Academic Services |
| School/Department | Library and Cultural Services |
| Job Title | Head of Open Research |
| Grade | 10 |
| Hours of Work | Full time |
| Contract Duration (Perm/Fixed Term) | Permanent |
| Reports To (Job Title) | Associate Director Education & Research |
| Responsible For (Job Title) | Open Research Team |

| Principal Accountabilities |
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| <p>Provide inspirational, proactive leadership to drive change and support the continual development of outstanding Library and Cultural Services in support of the University's priorities for education and research.</p> <p>Lead the strategic development of open research together with services and initiatives that are vital to its delivery, including expanding open access, research data, research intelligence, and public engagement, in support of the University's Research Strategy.</p> |

| Key Tasks |
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| <p>Strategic Leadership Share responsibility for the leadership of Library and Cultural Services through active membership of the LCS Senior Leadership Group.</p> <p>Make a valued contribution to the Library Transformation Programme and use expertise in research to shape plans for the future Library and Cultural Services.</p> |

Maintain an expert understanding of open research developments and ensure that strategies, policies, services and plans are informed by this.

Be an advocate for the benefits of open research (including open approaches, tools, data and access) and explore the opportunities and challenges of open research.

Provide expert advice and guidance in open research, particularly in relation to open access publishing, research data management and research intelligence.

Work closely with the Head of Cultural Collections to realise the research potential of the collections of the Manchester Poetry Library, North-West Film Archive and Special Collections Museum

Leadership and 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

Take delegated responsibility for project and operational budgets as agreed with the Director of Library and Cultural Services.

Service Delivery

Lead the development and delivery of open research and supporting services, systems, processes, advocacy, training, funding and guidance for researchers at all levels and throughout the research lifecycle.

Lead the development and delivery of an effective institutional repository service for published outputs and research data, ensuring effective integration and workflows with University research systems and processes.

Ensure the Open Research team develop and maintain trusted relationships with Faculties, academic departments and research centres in order to ensure Library services meet the evolving needs of research staff and postgraduate research students.

Develop a programme of advocacy, knowledge sharing and training to promote and embed open research and public engagement practices across the University and shape a culture of open research.

Contribute to the planning and development of the library environment for researchers, including physical and digital spaces, services and infrastructure.

Develop and update University policies relating to open research including Open Access Policy, Research Data Management Policy, Responsible Use of Metrics Policy and Rights Retention Policy.

Ensure systems and processes support funder, University and research assessment requirements.

Develop data, performance measures, reporting mechanisms and evaluation models to understand, continuously improve and evidence the impact of open research services and support.

Relationships and Engagement

Take a proactive approach to developing and maintaining strong, trusted relationships across the University and maximise opportunities for partnership working with Faculty and Professional Services colleagues, especially in Research and Innovation.

Work closely with Faculty Directors of Research and Heads of Research Centres/Institutes to develop and maintain an in depth understanding of researcher needs and use this to develop Library services for open research.

Work in partnership with the Doctoral College to develop and promote services, training and support for PGR students.

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 and/or HE sector to maximise opportunities to enhance the profile and reputation of Library 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, as appropriate. Some evening, weekend and bank holiday working may 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 | Skills & Abilities | 1.1 | Excellent leadership and management skills including strategic planning, project and people management. | E |
| | | 1.2 | Strong team ethos and collegiate approach to leadership and management. | E |
| | | 1.3 | Able to lead change and manage uncertainty. | E |
| | | 1.4 | Excellent verbal, written and interpersonal communication skills with the ability to influence and communicate with senior staff, 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 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 | Able to exploit data to inform strategic planning and service development. | E |
| | | 1.9 | Able to identify trends and developments with potential for university libraries and the HE sector. | E |
| | | 1.10 | Emotional intelligence, agility and flexibility. | E |

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| 2 | General & Specialist Knowledge | 2.1 | Knowledge of Library and Cultural Services strategy and 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 services for education and research. | E |
| | | 2.4 | Knowledge and understanding of the latest developments in teaching, learning and research in HE. | E |
| | | 2.5 | Excellent knowledge and understanding of open research principles and practices including research data management, open tools, open approaches and open access, together with the opportunities and challenges of open research. | E |
| | | 2.6 | Excellent knowledge of developing scholarly communications associated with the Higher Education sector. | E |
| | | 2.7 | Knowledge and understanding of the research lifecycle. | E |
| | | 2.8 | Knowledge of legal and regulatory requirements including Copyright, Open Access and Data Protection. | E |
| 3 | Education & Training | 3.1 | A relevant degree or equivalent qualification | E |
| | | 3.2 | A professional qualification in Library or Information Management or a related discipline. | D |
| 4 | Relevant Experience | 4.1 | Substantial relevant senior experience in an appropriate library, research or information environment. | E |
| | | 4.2 | Experience of leading, motivating and developing staff, including managing performance. | E |
| | | 4.3 | Experience of leading and developing high quality, user-centred research services. | E |
| | | 4.4 | Experience of managing open access repositories and research publication platforms | E |
| | | 4.5 | Experience of working in partnership with academic and professional services colleagues to deliver high quality services in support of University strategy for research. | E |
| | | 4.6 | Experience of participation in regional/national/international initiatives. | E |
| 5 | Special Requirements | 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 |

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| Date of Revision | December 2025 |
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