Faculty/Service	Library and Learning Services (LLS)
Section	Digital Learning and Research Services
Post Designation	Head of Digital Learning and Research Services
Grade	9
Post to which directly responsible	Director of Library and Learning Services
Posts for which directly responsible	Direct Line Reports: Digital Learning Service Manager, Digital Library Experience Manager, Open Research Services Manager

Purpose of Job

To support the Director in developing and implementing the long-term strategic direction and transformation of digital learning, the broader digital library experience and research services in support of the University's teaching, learning and research activities and aspirations.

To lead Digital Learning and Digital Library Experience team in the delivery of a high-quality digital experience, overseeing the optimisation of the library's digital infrastructure, seeking maximum value in terms of cost, innovation and continuous improvement.

To lead the Research Services team in developing and delivering a range of innovative services in support of robust, reproducible, and open research practices. This new portfolio is designed to meet the rapidly developing and increasingly complex needs of researchers, operating in a digital research and scholarship environment.

To act as a proactive member of Library and Learning Services Leadership Team, working collectively to support the library's contribution to the delivery of university strategies on learning, teaching and research.

Responsibilities

1. To lead, manage and develop the Digital Learning and Research Services in order that the services provided by the team meet the research, learning and teaching needs of the university as these change and develop in line with internal priorities and external drivers.
2. To make an active and informed contribution to the Service's overall management and strategic direction as a member of the Service's Leadership Team. Develop a strong awareness of the University's academic developments and delivery, so that the team can make informed decisions.
3. To lead a culture of continuous improvement within the Digital Learning and Research Services team, systematically evaluating the range of feedback and metrics available, and developing excellent services in line with these.
4. To maintain a strong awareness of the University's key learning, teaching and research strategies, and academic and quality processes and procedures, so that the team's input and contribution to these is appropriate and timely.
5. To work proactively with stakeholders across the Schools and professional services to ensure that the services, and technologies supported by the team meet the complex learning, teaching and research needs of a modern, future-focused higher education institution.
6. To maintain an effective overview of digital learning pedagogies, and technologies to lead and oversee the ongoing delivery and transformation of platforms, digital capabilities, and the library's digital experience.
7. To maintain an effective overview and broad understanding of the scholarly publications and open research landscape and developments within the sector to be able to lead the team to provide appropriate advice to the University relating to open access, research outputs and publishing.

8. To co-ordinate LLS's data strategy aligned with the LBU data strategy to ensure data capture, analysis and insights are reported and inform decision making and service development.
9. To manage the relevant budgets, planning year on year expenditure, and ensuring that funds are spent on target, and to achieve maximum value for money.
10. To lead and develop highly productive teams, setting direction and vision, building a positive and inclusive work culture, engaging colleagues in shared understanding and common goals, inspiring, delegating and empowering.
11. To ensure continuous improvement of services through horizon scanning for innovation and best practice, and using initiative and technology to solve problems
12. To develop standards, policies and processes and ensure compliance with legislative, regulatory and best practice requirements, capturing risks and maintaining records
13. To deliver services collaboratively through building relationships proactively with stakeholders across the service and university, and externally with suppliers and sector networks, representing the service with credibility and authority
14. To participate in external networks, and otherwise to keep abreast of current and future developments, using this intelligence to ensure that current practice at Leeds Beckett in support of teaching, research and technological infrastructure is sector leading.
15. To perform other duties commensurate with the grade and to deputise for the Director as required.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Safety, Health and Wellbeing

You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice.

Physical Conditions

The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus).

Relationships

The post holder will have direct responsibilities to the Director of Library and Learning Services. They will work with staff at all levels within the service, the wider University and externally with vendor and suppliers and collaborative partners.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 9 (£). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Support Staff
Annual leave entitlement begins at 38 days.
Hours of work per week = 37 hours

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment

Our aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date

XXX (midnight)

Please complete an online application. If you are unable to complete an online application, please contact the HR Recruitment Team on either 0113 8121821 or HRrecruitment@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Head of Digital Learning and Research Services	Grade 9

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. A degree and substantial experience as a senior manager, leading in a large, complex institution, preferably in a higher education environment and contributing to university strategies to support learning, teaching and research.	✓	A/I
2. Experience of designing and delivering of services and technical infrastructure solutions to support learning, teaching and research with an ability to manage their long-term strategic direction and continued transformation.	✓	A/I/T
3. Experience of managing large-scale projects / programmes of work relating to the implementation of learning and teaching, library, or research technologies, preferably in a higher education context.	✓	A/I/T
4. A comprehensive understanding of technical infrastructures underpinning the delivery of learning, teaching and research technologies, e.g. Virtual Learning Environments, Library Management and Discovery systems, Current Research Information Systems.	✓	A/I
5. Experience of leading and developing high performing teams – setting direction and vision, developing a positive and inclusive culture, engaging colleagues in shared understanding and common goals, inspiring, delegating and empowering.	✓	A/I

Performance Attributes Please note that all the following criteria are **essential**.	Method of Assessment (Application/ Interview/Test/Other)
PLANNING & ORGANISATION 6. Proven ability to plan strategically, recognising how institutional and departmental level objectives translate into operational plans that can be delivered effectively at team and individual levels.	A/I/T
SERVICE DELIVERY 7. Ability to use research, data analysis and insights to understand academic, researcher and students' needs, for decision making, continuous improvement and for preparing high quality reports to communicate issues clearly and persuasively 8. Ability to develop standards, policies and processes and to ensure compliance with legislative, regulatory and best practice requirements, assessing risks and maintaining records	A/I
TEAMWORK 9. Proven ability to build positive and high performing teams with effective working relationships with team members, demonstrating strong team leadership skills, the latter to include team engagement and motivation, team development, and performance management.	A/I/T

COMMUNICATION	A/I/T
10. Excellent communication skills, including the ability to produce reports and presentations to a high standard, and to represent the service with credibility and authority both within and externally to the university.	A/I
CREATIVITY & INNOVATION	
11. Evidence of the ability to think creatively and flexibly, with an enthusiastic and positive approach to the implementation of change, project management and service development.	A/I
LEARNING & DEVELOPMENT	
12. Appreciation of the importance of maintaining and developing professional skills and competences, of keeping up to date with developments in the sector and feeding this back into service enhancement, and an enthusiasm for developing the team using a range of approaches.	A/I
Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.	