

Job Description

Job Title: Deputy Director, Digital Curation, Access and Engagement

Department: Senate House Library

Level: 10 (a)

Job Purpose	<ul style="list-style-type: none">• To provide strategic direction for digital curation, access and engagement in Senate House Library, to ensure it is providing an excellent digital experience to library users and is at the forefront of innovation and development in this area• To be the business owner for digital projects within the Library Transformation Programme, making key decisions and driving forward progress• To lead and manage functions, teams and resources and participate fully as a member of the Library's senior leadership team
	<ol style="list-style-type: none">1. Lead on digital curation, access and engagement activities, including content, requirements, policy, process and people change (this work currently forms part of the Library Transformation Project and so will initially involve working closely with IT and Digital Services (ITDS) on technology solutions and implementation).2. Inform and deliver on ambitious roadmaps to build out the digital function of the Library and accelerate growth.3. Drive continual service improvement of digital services to deliver value to SHL's varied customers (e.g., students and staff of Federal Member Institutions, alumni, and the broader research community).4. Drive innovation through digital solutions & services in library provision for online education; resource discovery; digitisation; digital humanities; citizen science and other relevant areas5. Working within the framework of the University's digital strategy, identify potential digital and AI trends and opportunities that could benefit and drive digital excellence across the Library and its users

	<ol style="list-style-type: none">6. Participate actively as a member of the Senate House Library senior leadership team and contribute to the development and delivery of Library strategy7. Lead and manage teams, budgets and associated resources8. Serve as the digital lead for Senate House Library within the University, working in partnership with Worldwide, ITDS, SAS, federal libraries and other relevant stakeholders9. Increase the impact of Senate House Library at national level through a strategic approach to digitization that widens access to collections10. Negotiate with publishers for acquisition of resources and for ambitious, mutually-beneficial digitisation programmes. Work with senior academic staff in SAS and Federal Members to pursue funding from Research Councils.11. Lead on the specification and adoption of digital library & research services and solutions in collaboration with ITDS12. Promote innovative library solutions for online education that support the University's education mission13. Develop and lead the Library's open scholarship function14. Drive the digital elements of space and capital planning and projects in collaboration with ITDS15. Manage the performance of key suppliers and engage with external experts, ensuring the high-quality and timely delivery of good and services16. Actively follow and promote University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible17. Maintain an awareness and observation of fire and health and safety regulations18. Any other duties consistent with both the grade and scope of the post
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	Any other duties reasonably required of the postholder by the reporting manager
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Reports to:	<p>Librarian and Programme Director, Library Transformation Programme</p> <p>Indirect report to Chief Information and Digital Officer</p>
Responsible for:	Digitisation, e-resources and Open Scholarship

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience of leadership in a major service organization relating to digital content, its creation, curation, provision, access and discoverability
- Experience of leading, managing, and motivating staff at all levels
- Experience delivering excellent customer service and driving continual service improvement of digital services
- Experience of defining and leading large-scale projects with multiple stakeholders
- Previous experience of implementing strategic and operational planning processes and resource allocation
- Highly developed communication and interpersonal skills with the ability to influence, negotiate and network at a senior level, with colleagues, customers and suppliers.
- A well-developed ability to work effectively with a diverse range of colleagues.
- A highly developed understanding of the dynamics of change and the adoption of new, digital-first approaches, in complex organisations with diverse stakeholders

- Demonstrable ability to manage resources

Desirable:

- Experience at senior leadership level in an academic context.
- An excellent understanding of the UK Higher Education sector.
- Understanding of the broader context and environment within which the central University of London operates.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Educated to degree level or equivalent professional experience.

Desirable:

- A postgraduate and/or professional qualification in library and information or IT work.
- A qualification in programme and project management.

Competency Requirements	Essential	Desirable
Academic Community focus		D
Adapting to change	D	
Creativity and innovation	D	
<i>Customer focus (optional)</i>	C	
<i>International engagement (optional)</i>	C	
	D	

Interpersonal understanding		
Leadership	D	
Managing resources	D	
Organisational commitment	D	
Proactivity and planning	D	
Problem solving and decision making	D	
Performance Management	D	
Resilience	D	
<i>Staff development and commitment to learning (optional)</i>	D	
<i>Stakeholder focus (optional)</i>	D	
<i>Striving for excellence (optional)</i>	D	
Working collaboratively with others	D	