

The University of Manchester

Job Description

Job title: Head of Teaching Collections

Reports to: Associate Director, Collection Strategies

Organisation unit: University of Manchester Library: Collection Strategies

Date: January 2021

HERA:

Overall purpose of the job:

- To take a leading role in the management, development and promotion of the sector-leading teaching collections of the University Library and to lead and influence national developments within this field
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To support the Associate Director (Collection Strategies) in leadership and strategic decision making within the Directorate, deputising as appropriate, and to be an active member of the Collection Strategies Directorate Management Team
- To provide strategic leadership and effective management of the University's etextbook programme and reading list service and the significant associated budget
- To build and maintain strong collaborative relationships with academic and professional service colleagues to provide outstanding support and provision for online blended learning within the University

Key responsibilities:

- To work across the Library in developing strategies, policies and procedures for the provision of teaching collections
- To provide information, advice and analysis on the etextbook programme to senior University leaders engaged in teaching and learning. To work closely with colleagues engaged in teaching and learning and IT Services to ensure the best possible service is provided to academic colleagues and to students
- Identify and work alongside academic and professional services colleagues in developing and managing the Library's Reading List Strategy
- To ensure that the reading list service is of the highest standard and facilitates the provision of academic course materials in a timely and efficient manner
- To manage the University's etextbook provision and the significant budget associated with this (currently at c£1million). To ensure negotiation with suppliers is robust and ensures good value for the University while facilitating provision to support academic courses.
- To ensure that digitised course materials are available to academic staff to support their online courses. To maintain the external relationships needed to ensure excellent supply and delivery services

- To contribute significantly to national and international negotiations and service development in the provision of e textbooks and associated analytical services
- To represent the University of Manchester Library service at relevant external meetings, and to become involved in appropriate professional networks, working proactively to promote the Library's reputation as a leading service within the sector
- To develop strategic and operational service plans and to contribute at a senior level to the development, delivery and assessment of the Library and its Strategy.
- To provide team leadership and to develop staff through training and development, empowerment and performance management
- To contribute to Library and University wide projects, skills provision and service development through effective communication, negotiation and partnership working
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To share in the Library's culture and values and ensure the working environment reflects the Library's Ways of Working

Person Specification:

Essential knowledge, skills and experience:

- Educated to degree level, or equivalent
- Full professional qualification in librarianship or another appropriate qualification, and/or relevant experience at a comparable level
- Significant academic or professional experience in a relevant environment including a high level of expertise in key service areas
- Excellent leadership abilities, including abilities to identify opportunities and challenges, to initiate and drive through change, to lead, manage and motivate staff, and to address performance issues
- The ability to think strategically and contribute to the Library's vision and planning
- To have a significant understanding of academic publishing and supplier relationships
- Excellent interpersonal skills, including ability to build relationships, influence and negotiate
- Experience of managing large and complex budgets
- Excellent written and oral communication skills and ability to present and reach a variety of audiences
- Excellent project management skills
- Excellent digital literacy
- Experience of service planning and management, including policy and process development and a proven ability manage change
- Understanding of the information resources needs of the Library and of academic customers in a research-intensive university
- Ability to anticipate challenges and to respond to them creatively and innovatively
- Experience of the exploitation of technology for information management and delivery in an academic context