

The University of Manchester

Job Description

Job title:	Collection Care Manager
Reports to:	Collections and Discovery Manager
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-C&D-A (463, Grade 6)

Overall purpose of the job:

- To ensure that the Library's internationally significant collections are conserved and preserved to an appropriately high standard and in accordance with best practice in major research libraries and archives
- To provide effective leadership and management of the Library's Collection Care Team and its processes
- To ensure that the Library remains in the forefront of developments in conservation and preservation, in the context of a major research library
- To provide expert advice on the care and long-term preservation of collections

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To ensure that the Library's internationally significant collections are conserved and preserved to appropriate standards and best practice
- To provide and maintain efficient and effective procedures in Collection Care, and to ensure that relevant standards and requirements are met
- To maintain an awareness of national and international developments in the field of conservation and preservation, and ensure that as part of a major research library the Collection Care team is at the forefront of such developments
- To be responsible for the staff (including recruitment, performance management and staff development)and processes associated with the care of the collections, ensuring that work on the collections is carried out to appropriate standards
- To maintain and update the Library's collections disaster plan, ensure that Library staff are adequately trained in disaster prevention and response, and ensure adequate disaster materials are available, whilst also ensuring sufficient alternative disaster preparedness is available from other sources as back up
- To advise colleagues across the Library on areas relating to the care of collections, especially staff working in the areas of curation, stock management, transportation, building management and exhibitions
- To produce and maintain effective health and safety policy documents in accordance with the University health and safety guidelines specifically for activities relating to all aspects of collection care

- To assist the Associate Director (Curatorial Practices) with managing the staff and advising on recruitment, performance management and staff development
- To contribute to Library- and University-wide projects, skills provision and service development through effective communication, negotiation and partnership working
- To build strong relationships with colleagues in the Library and other relevant parts of the University, in particular the Whitworth and Manchester Museum, to ensure effective service resourcing and delivery
- To contribute to Curatorial Practices operational plans and to contribute to the delivery of the Library's strategic priorities
- To develop effective and efficient customer-centred processes, tools and materials and to ensure continuous quality assurance and assessment
- To develop and report against key performance indicators for the conservation and preservation of the collections
- To provide team leadership and to develop staff through training and development, empowerment and performance management
- To manage and develop the team's services collaboratively with Library and University colleagues
- To build and broker relationships with colleagues at all levels within the Library, and with PS managers and academic staff who engage with the Special Collections
- To understand and meet the needs of Library colleagues and Library customers, and report against service performance
- To ensure compliance with relevant University and external policies and standards
- To maximise awareness, understanding and support through communication, advocacy and training
- To engage with relevant national and international networks and organisations, to promote and represent the Library at appropriate internal and external committees, meetings and events, and to take all opportunities to promote innovation taking place at the University of Manchester Library
- To identify opportunities to innovate, bid for funding and join or lead projects through a well-established network of relationships across the institution
- To maintain an active awareness of relevant national and international developments in the conservation and preservation of library and archive collections
- To manage requests for the loan of materials to external venues in the UK and abroad
- To liaise and negotiate with relevant suppliers to ensure that optimum provision is provided
- To manage all areas of project management/operational planning process, including governance and risk
- To develop and manage practices and procedures that ensure that confidentiality is maintained in line with data protection requirements and University Policy
- 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 ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- A degree in conservation, an accredited qualification in conservation or sufficient relevant experience working at a comparable level with rare materials in a library, archive or museum environment
- Experience at a professional level overseeing major preservation projects in an academic library, archive or similar institution
- High level of expertise in conservation techniques
- Understanding and experience of the use of Library resources by academic users in a research-intensive university
- Staff leadership and management experience
- Excellent interpersonal skills, including ability to build relationships, influence and negotiate
- Excellent written and oral communication skills and ability to present and reach a variety of audiences
- Experience of developing and/or contributing to funding bids
- Excellent project management skills
- Experience of managing budgets
- Excellent digital literacy including competence across office software applications and expertise with relevant functional software and systems
- Experience of service planning and management, including policy and process development and a proven ability manage change
- Ability to anticipate challenges and to respond to them creatively and innovatively
- Hold, or be prepared to apply for, Criminal Records Bureau clearance (for work with young people under 18 and vulnerable adults)

Desirable skills, knowledge and experience:

- Understanding of the University's financial regulations and processes
- Experience of the exploitation of technology for information management and delivery in an academic context