

Job title:	Collections & Discovery Manager
Reports to:	Associate Director (Curatorial Practices)
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-C&D-F (532, Grade 7)

Overall Purpose of the job:

- To provide strategic leadership for the development, care and management of the Library's outstanding Special Collections of rare books, maps, archives, manuscripts and visual collections
- To lead improvements in access and discovery of the Special Collections
- To provide strategic leadership of the Library's Collection Care team
- To assist the Special Collections Research & Learning Manager in developing innovative research and student engagement with Special Collections
- To lead and manage SC curators and collections assistants in support of excellent research, teaching and learning, public engagement with research, and collection development and management
- To be an active member of the Curatorial Practices Directorate Management Team, taking a collegial, directorate-wide approach to operational planning and decision making
- To contribute to library wide initiatives to further our strategic ambitions by actively participating in the operational planning process, including its implementation and monitoring

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 lead improvements in access and discovery of the Special Collections, developing and overseeing programmes of cataloguing, agreeing and implementing relevant metadata standards and workflows, and ensuring improvements in discovery systems, working closely with colleagues in Collection Strategies and Research & Digital Horizons
- To provide strategic leadership of the Library's Collection Care team to ensure that the Special Collections and modern collections are conserved and preserved to the highest standards and best practice
- To develop and maintain knowledge of research, teaching and learning in disciplines at the University of Manchester and identify collections with relevance to these disciplines, and actively engage with agreed disciplines working closely with the Academic Engagement Team
- 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 development of the John Rylands Research Institute, liaising with the JRRI's Academic Director and Manager

- To support the SC Research & Learning Manager in ensuring excellent research and teaching and learning engagement with the Special Collections
- To support the Special Collections Digital Engagement Manager in positioning the Curatorial Practices Directorate at the leading edge of relevant digital developments in order to facilitate outstanding research, teaching and learning, and public engagement,
- To contribute to an outstanding visitor experience by actively contributing to exhibitions and public programmes
- To curate agreed collections to best practice standards, working closely with Collection Strategies, and to exploit them to deliver outstanding academic and public engagement
- To lead and develop staff through training and development, empowerment and performance management, and ensure a strong ethos of team working within Curatorial Practices and across the Library
- To be an active member of the Curatorial Practices Directorate Management Team, taking a directorate-wide approach to operational planning and decision making.
- To contribute to library wide initiatives to further our strategic ambitions by actively participating in the operational planning process, including its implementation and monitoring
- To ensure compliance with relevant University, professional and legal policies and standards
- To maximise awareness, understanding and support through communication, advocacy and training
- To identify opportunities to innovate, bid for funding and join or lead projects through a well-established network of relationships across the University and externally
- 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 maintain an active awareness of national and international developments relating to Special Collections, and to recommend developments as appropriate
- To participate in a rota to cover evenings and weekends at any UML site as may be required
- To participate in a rota to act as Special Collections Duty Officer on a regular basis
- 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:

- Good honours degree in a subject area relevant to the Special Collections of the University of Manchester Library
- Full professional qualification in librarianship or archive management, and/or sufficient relevant experience at a comparable level
- Significant experience in a relevant environment including a high level of expertise in key service areas

- Knowledge and understanding of Special Collections in the HE environment
- 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
- 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
- Project management skills
- Excellent digital literacy including social media, competence across office software applications and expertise with SC software and systems
- Experience of service planning and management, including policy and process development and a proven ability to manage change
- Understanding of the motivation and needs of student and researcher audiences in a research-intensive university
- Understanding of the motivation and needs of public audiences of cultural institutions
- Ability to anticipate challenges and to respond to them creatively and innovatively

Desirable skills, knowledge and experience:

- Experience of managing rare books, manuscripts, archives and/or visual collections within a higher education environment
- Understanding of the higher education environment as it impacts on Special Collections and the University of Manchester Library
- Experience of writing funding bids and seeking philanthropic support within the higher education and/or cultural sectors