

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Head of Digital Development
<b>Reports to:</b>	Associate Director - Research and Digital Horizons
<b>Organisation unit:</b>	University of Manchester Library: Research & Digital Horizons
<b>Date:</b>	January 2021
<b>HERA:</b>	

#### **Overall purpose of the job:**

- To provide strategic leadership for the Digital Library Applications Development Team
- To oversee the development of digital services and applications in support of the Library's strategic goals on Open Research, Digital Scholarship and Collection Development and Access
- To ensure Manchester's Digital Library remains at the forefront of digital innovation through a pioneering/ideas-led approach including the ongoing employment of cutting-edge technology
- To manage the continuing strategic development and deployment of the Digital Library Applications Development Team to ensure maximum effectiveness and creativity

#### **Key responsibilities:**

- To provide strategic leadership for the Digital Library Application Development Team ensuring effective performance and continuous improvement against agreed targets
- To keep policies, procedures, KPIs and staffing within the team under active review recommending and implementing improvements and changes as necessary
- To work closely with colleagues across the Library Exec and Leadership Teams to ensure services and applications align with agreed business goals
- To establish, develop and nurture strategically important relationships both internally and externally to the University
- To identify opportunities for national and international collaboration and to ensure the Library is at the forefront in the innovative application of digital technology
- To keep abreast of policy, business and technical developments that affect the Digital Library
- To promote an ethos of innovation, risk-taking, customer service and mutual support in the Digital Library Applications Development Team
- To promote principles of Openness and equality of access in all developed solutions and related data

- To ensure alignment between the Digital approach in the Library and the wider University
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To represent the University Library at internal and external meetings and to become involved in appropriate professional bodies
- To take an active role in the Directorate Management Team supporting the Associate Director for Research + Digital Horizons in developing a coordinated and cooperative approach to prioritising the work of the Directorate in line with strategy, considering service innovation and development issues and leading change
- To act as deputy for the Associate Director, Research and Digital Horizons as required
- 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
- 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:**

- Professionally qualified and possessing a relevant degree/postgraduate qualification plus significant appropriate management and leadership experience
- or
- Extensive vocational and strategic management and leadership experience demonstrating professional development through a series of progressively more demanding and influential work roles, backed by evidence of significant development of appropriate specialist knowledge
  - Excellent time management, interpersonal and communications skills
  - Excellent liaison and networking skills
  - Strong negotiating and influencing skills

- Significant management experience including staff supervision and motivation, planning and organizing, budget management, problem solving, project leadership and matrix management
- Proven experience of leading a team in the planning, design and implementation of new digital services and software applications
- Proven experience of creative service innovation through the employment of cutting-edge digital technologies
- Sound knowledge of the digital library landscape and likely future trends and developments
- Experience of strategic policy development and the proven ability to manage change successfully in an academic environment
- A strong understanding of user requirements for digital library services in a research-intensive university
- A good understanding of issues affecting security, interoperability, usability and accessibility in the application of digital technology
- Demonstrable personal and professional commitment to the University's strategic goals, themes and values