The University of Manchester

Job Description

Job title: Head of Research Services and the Office for Open Research

Reports to: Associate Director Research and Digital Horizons

Organisation unit: University of Manchester Library: Research and Digital Horizons

Date: January 2021

HERA:

<u>**Overall purpose of the job:**</u>

- To be responsible for the creation/development and maintenance of the Open Research programme strategy and policies at the University, ensuring the University is at the forefront of Open Research activities nationally and internationally
- To be responsible for the development of a roadmap of activities that will drive the creation and development of Open Research services and infrastructure
- To ensure that a high quality and customer-focused set of Open Research activities is provided to researchers according to their needs and in line with strategies and policies
- To be a senior advocate for Open Research approaches and principles, in the University and externally
- To input into the development of a robust infrastructure to support the universities Open Research services
- To maintain their professional know-how through keeping abreast of developments in the landscape and other universities, identifying opportunities for introducing innovative solutions to the University
- To ensure that Open Research services play a significant role in supporting the goals of the University
- To work closely with the Open Research Strategy Group to ensure that Open Research roadmap and activities align closely with University needs

<u>**Key responsibilities, accountabilities and duties:**</u>

- To provide strategic leadership for Open Research activities across the University, working closely with senior stakeholders
- To work closely with colleagues across the Library Exec and Leadership Teams and the research community within the University to review the effectiveness of current strategies and policies in supporting Open Research
- To provide strategic leadership for the Research Services / Open Research 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 Identify and respond to the key business drivers and those areas of business need which are not adequately supported by current and planned Open Research services and to develop the strategic response and produces business cases for recommended new initiatives
- To Identify and investigate specific approaches, services, methods and techniques to assess their potential benefit to the organisation and role in the strategy
- To ensure that benefits of the Open Research are realized through working closely with colleagues across the University (e.g. faculties, the Library, IT Services, RBES, Compliance and Risk)
- To identify new opportunities for Open Research and to establish, develop and nurture strategically important relationships both internally and externally to the University to ensure the University remains at the forefront of Open Research developments both nationally and internationally
- To lead the implementation of Open Research developments across the university by maintaining an awareness of national and international trends
- To act as deputy for the Associate Director, Research and Digital Horizons as as required
- To engage with University, Library and external stakeholders to ensure that Open Research activities are fully aligned and integrated with other research services and with the research life cycle
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- 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 represent Open Research at Manchester at internal and external meetings and to become involved with the work of relevant professional organization
- 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 take an active approach to continuing professional development
- 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 To 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.
- Sound knowledge of the Open Research landscape and likely future trends and developments
- Significant management experience including staff supervision and motivation, planning and organizing, problem solving, project leadership and matrix management.
- Experience of managing and controlling budgets/resources/funding and a good understanding of financial management procedures.
- Experience in managing services, programmes, projects and developments
- Excellent interpersonal and communication skills
- Excellent liaison and networking skills and exceptional ability to work in partnership with others
- Strong negotiating and influencing skills
- A strong record of taking an innovative and solutions-based approach to service development
- A strong understanding of the use of, and requirements for Open Research for students and academic users in a research-intensive university
- Significant experience of change management
- Demonstrable personal and professional commitment to the University's strategic goals, themes and values
- Influence, Persuasion and Personal Impact - Ability to convey a level of confidence and professionalism, positively influencing and persuading others to take a specific course of action when there is no direct line of command or control.
- Decision Making - Making decisions at the appropriate time, taking into account the needs of the situation, priorities, constraints and the availability of necessary information.
- Conceptual Thinking - Acquiring understanding of the underlying issues in complex problems or situations by correctly relating these to simpler or better understood concepts, models or previous experiences.