

## The University of Manchester

### Job Description

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<b>Job Title:</b>	Head of Collections, Teaching and Research
<b>Reports to:</b>	University Librarian and Director of The John Rylands Library
<b>Organisation Unit:</b>	University of Manchester Library: Special Collections
<b>Date:</b>	July 2024
<b>Grade:</b>	MAPPS-UML-SC-A (584, Grade 8)

#### Overall Purpose of the Job:

- To provide strategic leadership for the development, care, management and discovery of the Library's outstanding Special Collections of rare books, maps, archives, manuscripts, visual collections and digital materials
- To position the Special Collections at the leading edge of curatorial practices in order to facilitate outstanding research, teaching and learning, and public engagement
- To provide strategic leadership of the Library's extensive Curatorial Team through three format leads in support of excellent research, teaching and learning, public engagement with research, and collection development and management
- To lead the development of policies, procedures and programmes to advance the management, development, care and promotion of the outstanding Special Collections of the University of Manchester Library
- To lead improvements in access and discovery of the Special Collections, including coordinating the Teaching & Learning remit of Special Collections in partnership with relevant colleagues across the University Library.
- To provide the key senior support to the University Librarian and Director of The John Rylands Library in leadership and strategic decision making within the Directorate, deputising for them as appropriate, and to work nationally and internationally in representing The University of Manchester Library and The John Rylands Library

#### Key Responsibilities, Accountabilities or Duties:

- To position Special Collections at the leading edge of curatorial, archival and collection practices in order to facilitate outstanding research, teaching and learning, and public engagement
- To provide strategic leadership of the Library's extensive Curatorial Team, in order to drive excellent research, teaching and learning, and public engagement with research, and to ensure that the collections are developed, managed, housed and made accessible to the highest standards
- To actively seek opportunities to innovate, lead bids for funding and join or lead projects through a well-established network of relationships across the University and externally
- To play a strategic role in the development of key University Library initiatives such as Rylands New York and the Library's presence on ID Manchester.
- To actively identify opportunities for national and international collaboration and 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 develop and maintain knowledge of research, teaching and learning in disciplines at the University of Manchester, identify collections with relevance to these disciplines, and actively engage with them in collaboration with Faculty & Student Partnerships
- To lead the development and regular review of policies, programmes, KPIs and staffing within the teams, to advance the management, storage, development, care, discovery and promotion of the outstanding Special Collections of the University of Manchester Library, recommending and implementing improvements and changes as necessary
- 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 across Library directorates
- To work closely with the Head of Services and Care in positioning Special Collections at the leading edge of relevant developments in exhibition support and building care in order to facilitate outstanding research, teaching and learning, and public engagement
- To establish, develop and nurture strategically important relationships both internally and externally to the University in order to maintain an active awareness of national and international developments relating to Special Collections, and to recommend developments as appropriate
- To effectively manage, develop and inspire direct reports and teams, ensuring effective performance and continuous improvement against agreed targets to inform the strategic development of staff in Special Collections
- 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 contribute proactively to the development and implementation of Library-wide strategic and operational planning and initiatives in support of University strategy and Library priorities
- To take an active role in University Librarian's directorate team supporting the University Librarian and Director of The John Rylands Library 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 University Librarian and Director of The John Rylands Library, as required in relation to Special Collections
- To work closely with colleagues across the Library Exec and Leadership Teams to ensure that the full potential of our special collections and curatorial expertise is realised in order to facilitate world-class research and teaching and learning on the Library's Special Collections
- To contribute to an outstanding visitor experience at The John Rylands Library supporting the University's goal of Social Responsibility
- 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 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
- 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

## **Person Specification:**

### Essential skills, knowledge and experience:

- A PhD in a relevant discipline associated with a major part of Special Collections

Or

- Professionally qualified (librarianship or archive management) and possessing a relevant degree/postgraduate qualification plus significant appropriate management and leadership experience
- 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
- Proven 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
- Experience of managing rare books, maps, manuscripts, archives and/or visual collections
- Demonstrable experience of developing and leading strategic initiatives in a collections context
- Significant experience of service planning and management, including policy and process development and a proven ability to manage change
- Excellent understanding of metadata standards and curation practices relevant to special collections, particularly rare books cataloguing standards
- Strong understanding of the motivation and needs of student and researcher audiences in a research-intensive university
- Good understanding of the motivation and needs of public audiences of cultural institutions
- Proven ability to anticipate challenges and to respond to them creatively and innovatively
- Proven experience of project management skills
- Excellent interpersonal skills, including ability to build relationships, influence and negotiate
- Proven written and oral communication skills and ability to present and reach a variety of audiences
- Proven digital literacy skills including social media, competence across office software applications and expertise with SC software and systems
- Demonstrable personal and professional commitment to the University's strategic goals, themes and values

### Desirable skills, knowledge and experience:

- PhD degree in a subject area relevant to Special Collections at the University of Manchester
- Proven skills in developing and managing rare books in a higher educational context
- Excellent knowledge and understanding of current and emerging digital scholarship trends, and their application and potential in Special Collections
- 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 or cultural sectors