JOB DESCRIPTION

Department: Library Services
Post Title: Associate Director (E-Strategy, Acquisitions and Content Delivery)
Grade: 9
Reports to: Director of Library Services

Responsible for: Head of Acquisitions and Content Delivery, Library Systems Manager, Research Information Manager (Open Access), Research Data and Curation Manager, Metadata, Discovery and Analytics Co-ordinator

Main Purpose of Job

Main functions of the role are to:
- take overall responsibility for the strategic development and operational management of Library systems, working with IT and other services on the development roadmap for relevant teaching and research applications
- oversee the technical functions relating to the acquisition and management of content in all its forms and associated workflows.
- lead the research support team
- co-ordinate and monitor the Library’s annual planning process.

The post holder will be a member of the Library’s Management Team.

Responsible for:

E-Strategy and Library Systems

1. Plan the development of Library systems taking into account external trends and College priorities. Work with the IT Department and other professional services departments to ensure strategic systems developments for relevant teaching and research applications. Take a lead role, representing the Library on relevant IT systems projects.

2. Manage the Library Systems team and associated budgets.

3. Develop the College’s e-Library and associated web presences to offer an easy to use, effective and accurate service on or off-campus

Acquisitions and Content Delivery

4. Provide overall strategic direction for Library Acquisitions, including the Inter Library Loans and Digital Copies services.
5. Manage the Metadata and Discovery team

6. Lead on implementing continuous improvements to workflows and processes, from receipt of order to delivery of information to user whether on shelf or on screen, utilising relevant systems, e.g. the Alma Library Management System and Talis Aspire Reading List system.

**Research Support**

7. Lead the Library’s Research Support Team, which has responsibility for providing expert advice, in particular in the area of Open Access and Research Data Management

8. Work closely with Research and Enterprise and IT to ensure that appropriate research systems are in place, to manage research outputs, publications and research data.

9. Ensure compliance with the CLA Licence.

**Specific strategic responsibilities**

10. Co-ordinate the Library’s annual planning process, working with Library colleagues to produce the Library plan, and ensuring progress against the plan is monitored and regular progress updates are produced.

11. Take a lead role in developing the Library’s e-strategy and College open access policies.

12. Liaise with external projects and bodies to represent the Library in national developments (as appropriate) and contribute to continuing professional development.

**General**

13. Contribute to Library strategic planning and budget setting, and actively contribute to the Professional Services annual Planning Round process.

14. Regular assessment of user needs, feedback and usage of services.

15. Participation in Library and College project work and activities, as required, to meet the University’s strategic aims and goals. In particular contribute to services being delivered in developments such as the new Library and Student Services Centre and as part of the Student First project.

16. Attend appropriate College committees and groups, in particular as a member of the Library Users Advisory Group. Represent the Library on relevant committees, including Faculty Board membership.

17. Maintain and enhance professional knowledge through attendance at and contributions to conferences and keeping up-to-date with the professional literature, publications and other relevant professional activity to identify best practice elsewhere.

18. Any other duties as required by the Head of Department that are commensurate with the grade.
February 2017