

Job Description

Job title	Deputy Director of Library & Archives
Department	Library
Grade	FA9

Job purpose (a brief summary of the role)	The Deputy Director of Library & Archives is a senior leadership role, acting as principal deputy to the University Librarian and contributing to the strategic leadership and management of the Library and Archives. The postholder will lead key portfolios covering research and academic services and digital innovation, ensuring that library and archive services enable excellence in research, teaching, learning, and innovation, in alignment with institutional strategy. The role combines strategic planning, operational leadership, workforce development and sector engagement, with particular responsibility for transforming services in response to evolving digital, open, education and research-intensive environments. Team/function Overview: To provide thought leadership and deliver services that enhance both teaching excellence and research quality across the institution. This includes academic liaison, digital and information literacy, learning development, and digital learning enhancement to strengthen pedagogical practice, curriculum delivery, and student success, as well as research support services encompassing research skills development, research data management, scholarly communications, and open research.
Duties and responsibilities	Strategic Leadership • Act as a full member of the Library and Archives Services Senior Leadership Team, contributing to institutional strategy, service development, budget setting, planning and governance. • Deputise for the University Librarian as required, acting as the primary point of contact in their absence and representing the Library and Archives at senior institutional committees and external forums. • Lead on the development and delivery of strategic programmes aligned with university priorities, particularly in education, research, digital scholarship, and innovation employing a project led mindset with ability to produce tangible and measurable outcomes/outputs, • Implement library and archive strategy and monitor, review and report on strategic priorities. • Contribute to financial planning, workforce planning, risk management, and performance monitoring across Library Services. • Ensures that resources and budgets are appropriately allocated to support the priorities and cross-functional work of the library and archives • Lead quality, assessment and performance measurement activities at a whole Library level nurturing a cultural of evidence-based decision-making and continuous improvement • Ensure that appropriate data and statistics are collected and analysed across the library to inform planning and other library and university activities using a data driven approach to support decision making and understand trends for future improvements.

- Coordinate annual planning, projects and other initiatives with the Associate Directors, overseeing large-scale library-wide projects and complex change programmes adopting a project led mindset with to produce tangible and measurable outcomes/outputs
- Contribute to financial planning, workforce planning, risk management, and performance monitoring across Library Services.
- Foster a culture of collaboration, inclusivity, innovation, and continuous improvement.

Research and Academic Services

Provide strategic leadership for research support and academic services, ensuring services meet the needs of researchers, postgraduate students, and academic staff across all disciplines. Lead and develop services in areas including:

- Research data management
- Open research, open access, and scholarly communications
- Bibliometrics, research metrics, and responsible research assessment
- Copyright, licensing, and intellectual property advice
- Researcher skills development and digital literacy
- Curriculum Development and meaningful engagement

Partner closely with research leadership, Research and Impact Services, Faculties and Departments to embed library expertise within the research lifecycle.

Ensure services support priority agendas such as research excellence, research integrity, open science, and doctoral education.

Monitor sector developments and funder policy changes, translating these into effective institutional practice.

Financial Management

- Oversee the management of all Library and Archives budgets, in collaboration with the University Librarian and Associate Directors.
- Monitor and analyse spending across Library and Archives budgets, taking action where necessary, liaising with the Finance Department as required
- Work with relevant colleagues to maximise value for money in the procurement and deployment of resources
- Work with the University Librarian and Associate Directors on budgetary submissions and other funding applications

People, Communication and Organisational Leadership

- Lead and enhance the Library's staff development programme, to ensure a highly skilled and resilient workforce in the digital age, while giving emphasis to individual and team growth.
- Lead and support senior managers and teams, enabling high performance, professional development, and succession planning.

- Drive change management initiatives, ensuring staff engagement and clear communication during periods of transformation.
- Promote equality, diversity and inclusion, and a positive staff and customer experience across all services.
- Oversee library communications, sets practices to ensure highly effective communications within the Library and the University.
- Lead on internal communications to Library staff.

Digital Transformation

Lead the Library' and Archives digital transformation agenda, ensuring services, platforms, and workflows are optimised, future-focused, user-centred, and resilient.

Work collaboratively with IT and Digital Services to shape the development of digital infrastructure supporting collections, discovery, research, and learning.

Sponsor and oversee major digital initiatives, including:

- Library and Archive systems and platforms
- Digital collections and digital preservation
- Research repositories and data platforms
- Emerging technologies

Champion the use of data, analytics, and evidence-based decision-making to improve services and demonstrate impact.

Coordinate and progress a review of the Library and Archives website and digital services.

Ensure digital services align with institutional priorities around accessibility, artificial intelligence, cyber security, sustainability, and user experience.

External Engagement and Sector Leadership

Represent the Library and Archives, and the University in regional, national, and international networks, including consortia and professional bodies.

Contribute to sector-wide initiatives and policy discussions, particularly in research libraries, archives, digital transformation, and open research.

Maintains up-to-date professional knowledge of current and emerging trends and best practices in higher education, academic libraries, archives, and information and educational technology, to encourage innovation and ensure operational excellence across library and archive service

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A degree or equivalent professional qualification in Library or Information Management or a related discipline or equivalent experience.	A
E2	Significant senior leadership experience in a research-intensive academic library or equivalent knowledge environment.	A & C
E3	A strong understanding of the role and service portfolio of a research-intensive academic library with demonstrable experience in delivering digital transformation, research services and academic support.	A & C
E4	Experience of management and leadership of a large, complex or multiple teams, including recruitment, staff development, performance and appraisal.	A & C
E5	Experience of operational planning and contributing to strategic planning. Experience of developing business cases, committee papers, policies and workplans.	A & C
E6	Understanding budget and resource planning and management and the ability to use data to drive effective decision-making.	A & C
E7	An understanding of organisational culture, governance, and decision making and the ability to navigate complex political and organisational structures.	A & C
E8	Very experienced communicator, informally and formally, in written and verbal form, with strong experience of public speaking to varied sizes of audience comprising different levels of seniority.	A,B & C
E9	Excellent interpersonal skills, and ability to manage difficult situations and conflict.	A & C
E10	Able to work highly effectively as part of a team and as a team leader.	A & C
E11	Comfortable with complexity, ambiguity and change and able to make decisions in an environment of uncertainty.	A & C
E12	Able to work with a high degree of independence, exercise personal judgement and bring recommendations and solutions to conversations with line manager and senior colleagues.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Evidence of having undertaken management/leadership training.	A
D2	Experience of working at a senior level in a relevant UKHE consortium or professional network (e.g. Research Libraries, UK, SCONUL, SCURL).	A
D3	Project management experience in the capacity of project manager or sponsor.	A & C