

<b>Post/Job Title:</b>	<b>Head of Library Services and University Librarian</b>
<b>Reference:</b>	
<b>Faculty/Professional Service:</b>	<b>Academic Services</b>
<b>Group/Section:</b>	<b>Library and Learning Services</b>
<b>Location:</b>	<b>Any University Location</b>
<b>Any University Normal hours per week:</b>	<b>37</b> <i>Note: Flexibility will be required in order to ensure that key time scales and deadlines are met. Leave is restricted at peak periods and some evening and weekend work may be required to support specific activities.</i>
<b>Grade:</b>	<b>10</b>
<b>Accountable to:</b>	<b>Academic Registrar</b>
<b>Accountable for:</b>	<b>Library Services teams</b>

### Job Purpose

Reporting to the Academic Registrar, the postholder will provide strategic leadership and direction for Library and Learning Services, ensuring high-quality, inclusive and innovative provision that supports the University's strategic ambitions (BU2035). The role will:

- Lead the development and delivery of a modern, digitally-enabled library and learning environment
- Ensure services are student-centred, evidence-informed, and aligned to institutional priorities
- Drive measurable impact on student success, experience and engagement
- Provide expert advice to senior leadership on all aspects of library, learning services and open research support
- Ensure effective provision across campus-based and partnership (including TNE) activity

### Main Responsibilities

1. Develop and deliver a clear strategic vision for Library and Learning Services aligned to the University's strategic plan and Academic Services priorities.
2. Lead institutional thinking and policy development relating to library services, academic skills, learning support, and open research, and champion the development of the University's strategy, policy and positioning on matters relating to library services.
3. Provide strategic leadership for the delivery and continuous enhancement of high-quality, digitally-enabled and integrated library and learning services, ensuring services are inclusive, accessible and responsive and support diverse student needs.
4. Lead, establish and maintain a systematic approach to continuous enhancement, identifying opportunities to streamline operations and deliver measurable improvements to ensure cost effectiveness, and an excellent student and staff experience.
5. Develop and implement robust performance frameworks, using data and insight (including NSS and other feedback) to define appropriate service level agreements, evidence impact and drive continuous improvement to meet University performance indicators and continuously improve services.
6. Ensure equitable and appropriate provision of library and learning support across all partnership and TNE activity, aligned to institutional quality expectations, working collaboratively with academic and professional service colleagues to ensure services support student success and meet institutional quality expectations across all delivery locations.

7. Oversee the ongoing management, development, integration and optimisation of library, learning and research systems, ensuring alignment with institutional digital and IT strategies.
8. Ensure library services contribute effectively to institutional compliance with regulatory frameworks (including OfS conditions), providing evidence of impact on student outcomes and experience.
9. Engage proactively with academic colleagues at all levels to ensure that library services meet user needs and are continually enhanced to the benefit of the university community.
10. Ensure effective management and optimisation of library spaces, developing innovative solutions to support learning and effective space utilisation, exploiting the library's physical estate to its full potential.
11. Lead complex, institution-wide projects, including strategic initiatives and technology projects.
12. Maintain a high level of awareness of relevant sector developments, and technological advancements, proactively engaging with regulatory bodies, sector organisations and professional networks, such as SCONUL, Jisc and SUPC. Provide briefings to the Academic Registrar and members of the University Executive Team (UET) and the senior leadership team.
13. Develop and implement collection management strategies, including evidence-based acquisitions, renewal and cancellation decisions.
14. Lead negotiations with publishers, vendors and consortia to secure cost-effective, sustainable and value-driven resource agreements.
15. Effectively manage the departmental budget in accordance with university financial regulations and controls, including contributing to university savings targets where required and developing the library's financial model to ensure sustainability.
16. Develop appropriate structures and staffing to support Library and Learning Services plans and priorities, ensuring a strong performance management ethos and an approach of accountability and ownership.
17. Provide influential leadership and on-going development for all staff within the department fostering a high-performance, inclusive and adaptable culture.
18. As a member of the Academic Services Executive Team, contribute to the strategic development of Academic Services, providing proactive and professional leadership and ensuring that core service priorities are met.
19. Deputise for the Academic Registrar as required including chairing and attending internal and external meetings and committees, performing delegated duties and professionally representing the interests of the Service and University.
20. Undertake any other related duties as may be required by the Academic Registrar.

#### Contacts

**Internal:** Academic Registrar, Library Senior Management team, Academic Services Executive team, Academic Services Leadership team, students, academic staff and researchers in Faculties at all levels. Professional Services staff at all levels, members of the senior leadership team, members of the University Executive Team (UET).

**External:** External professional bodies and colleagues in other HEIs as appropriate, including SCONUL, Jisc, SUPC.

#### **Information Governance Responsibilities**

##### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

##### Data Steward

- i. Inspect, manage and monitor Information Governance compliance within their area.
- ii. Identify and manage data protection risks for the data used within their team/function.
- iii. Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.

- iv. Ensure access is provided where there is a clear justification and removed when it is not required.
- v. Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are developed, implemented, followed and regularly reviewed).

#### Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

#### **Additional Information**

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must, at all times, carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.



# Person Specification

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<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Degree or evidence of equivalent professional experience	E
Professionally qualified librarian with Chartered Institute of Library and Information Professionals (CILIP) chartership or fellowship or equivalent qualification	E
Postgraduate qualification in library, information, data management or equivalent qualification	D
Substantial demonstrable experience of successful leadership and management of large library and learning services teams in a higher education environment, and monitoring team performance to meet institutional KPIs and sector standards	E
In depth knowledge and understanding and authoritative expertise in all aspects of library and learning services including academic skills, digital services, scholarly communications and data management	E
Evidence of successfully leading organisational change, delivering measurable improvements in performance and outcomes in library and learning services	E
Experience in leading complex, institution-wide projects in a higher education library and learning services context, including strategic initiatives, space planning and technology projects	E
Experience of continuous improvement and developing and implementing performance frameworks to review and enhance library services and processes to improve the student experience, efficiency, cost-effectiveness, and service delivery	E
Experience of developing and implementing evidence-based collection management strategies, and leading negotiations with publishers, vendors and consortia	E
Proven ability to manage departmental budgets effectively, ensuring financial accountability and value for money	E
Extensive experience leading enterprise systems and digital transformation in library/learning environments	E
Experience of ongoing development and enhancement of library spaces, and of leading space planning projects related to new developments and/or space refurbishment	E
Experience of supporting transnational education or partnership provision in a library services context, and of defining appropriate service models	E
In depth knowledge and understanding of library systems, publishers, copyright and regulatory/compliance requirements and proven track record of engagement and liaison ensuring institutional compliance and reporting	E
<b>Skills</b>	
Exceptional interpersonal and communication skills, with the ability to influence and engage stakeholders at all levels	E
Proven ability to build and maintain strategic partnerships internally and externally, fostering collaboration and trust	E

Strong and effective business skills, including expertise in HR, financial management and business partnering	E
Advanced project and change management capabilities, with a track record of delivering complex initiatives successfully	E
High levels of literacy, numeracy, and digital proficiency	E
Outstanding analytical and problem-solving capability, able to evaluate complex issues and develop and implement innovative, practical solutions	E
Effective negotiation and conflict resolution skills, ensuring positive outcomes in challenging situations	E
Inspirational leadership skills, with the ability to motivate, develop, and manage large, diverse teams	E
Strategic thinking and vision, translating goals into actionable plans and measurable outcomes	E
Exceptional organisational and prioritisation skills, managing complex workloads and meeting demanding deadlines	E
Attributes	
Strategic thinker with the ability to inspire and lead organisational change	E
Able to lead and motivate large, diverse teams while fostering collaboration and inclusion	E
Demonstrates proactive, forward-thinking approach with strong decision-making under pressure	E
Works flexibly and effectively in dynamic, high-pressure environments	E
Highly motivated, results-oriented, and committed to continuous improvement	E
Maintains high ethical standards and acts as a role model for others	E
Builds strong relationships and contributes positively as a team player	E
Operates independently with excellent time management and ownership of outcomes	E
Embraces creativity and seeks opportunities for improvement and transformation	E