



1. Advert

Post Title: Assistant Director, Library

Division: Library

Hours: Full time. Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21721

Salary: Grade 9 normal salary range £56,021- 64,914 rising to £73,039 for an exceptional candidate, pro-rata if part-time.

Placed on: 25 September 2023

Closing date: 23 October 2023. Applications must be received by midnight of the closing date.

Expected interview date: 17 November 2023

Expected start date: To be confirmed

About the role

This is an exciting opportunity to join the Leadership Team of the University Library. Alongside the Librarian and the Deputy Librarian you will set the vision for our division and ensure our strategic objectives are resourced, delivered, and aligned with the University's value-based culture. It is a wonderful time to have a senior role at the University of Sussex with a new VC and Provost as well as a new University Executive Team who will lead on shaping a new University Strategy in 23/24. There will be lots of opportunities to input into all strands of this new strategy as well as a requirement for the postholder to fully engage with sector organisations such as RLUK, Sconul and LIBER.

As well as playing a full part in the leadership of the Library Division, you will be a key contact for our ambitions around Open Research and Digital Development with strong engagement in the Academic Schools (including the Sussex Humanities Lab) and with University Leadership. You will also have a close working relationship with other senior colleagues in Professional Services, in particular those in Finance, HR, Research & Enterprise and in IT Services.

The role will also be expected to make a full contribution to our substantial Library Refurbishment Project and the Library Accessibility Project (as part of the Libraries and Study Environment Programme) in their areas of responsibility as part of the Steering Group.

About you

We are looking for an experienced, talented, and compassionate individual who will demonstrate the University values of collaboration, integrity, courage, kindness, and inclusion in their work. We need someone who understands the challenges of leading libraries and working in our sector, who is committed to finding solutions, and who understands the importance of actively celebrating our achievements with all our stakeholders, particularly library workers. Our colleagues in the library are our most important asset and we need someone who understands how crucial it is to bring them all with us. We are proud of the quality of all our services, and it is key that the postholder

understands this and can deliver strong and effective engagement with all our stakeholders.

About the Library

Founded in 1961, the University Library is an important research facility in the UK with exceptional services and internationally significant collections. Today the Library is far more than a building and a collection of printed materials. It plays a central role in the creation, publication, application and preservation of knowledge and research at our thriving University. As a crucial partner in the University's learning and research agendas, the library constantly seeks ways to be as closely connected as possible to the changing nature of the work of Schools to contribute fully to the enrichment of the lives of their students and the advancement of their research.

Our recently approved [Strategic Plan 2030](#) sets out our ambitions for the future and maps out how expect to achieve these.

There are several teams, within the Library Division, that work together to provide excellent services and support for students, academics and other members of our community <https://www.sussex.ac.uk/library/about/contact>.

Our Special Collections and the team supporting the delivery and curation of this material are based at The Keep, located close by to the University. They work in partnership with East Sussex Record Office and Brighton and Hove Royal Pavilion and Museums to provide services, teaching, and outreach to the public and the University community.

Why work here...

Our university is situated just off the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led international university and this is only possible because of the people that work here. Whether you are faculty, student, or a member of a Professional Services Team, it is our people that make us great, and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme.
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional annual leave through our scheme for a great home and work life balance.
- Discounts of public transport, Cycle-to-Work-Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cashback Health Plan.
- Considerable discount on our on-site gym facilities because we care about our employees' health and wellbeing.

Please contact Jane Harvell, University Librarian (j.harvell@sussex.ac.uk) for informal enquiries

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. Job Description and Person Specification

GENERIC ROLE PROFILE

Job Title:	Assistant Director, Library
Grade:	Grade 9
School/Division:	Library
Location:	Library
Responsible to:	Director of Library Services and University Librarian
Direct reports:	Content Delivery Senior Manager, Research and Open Scholarship Senior Manager and Digital Development Senior Manager
Key contacts:	Deputy Director, Library , Deputy Director ITS and other senior PS colleagues, DPVC Research, Directors of Research and Knowledge Exchange & external stakeholders
Role description:	The postholder is a member of the Library Leadership Team (LLT), with the University Librarian and the Deputy University Librarian). The role has responsibility for the line management of the Research and Open Scholarship, Content Delivery and Digital Development teams and will work alongside other members of LLT to set the overall strategic direction of the library and ensure operational plans are resourced and delivered.

PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to Research and Open Scholarship, Content Delivery and Digital Development teams, promoting and maintaining high quality services and engendering a culture of continuous improvement.

2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are available.
3. Set direction and vision for teams ensuring resulting operational plans and policies are in alignment with strategic objectives.
4. Work in partnership with other internal (students, Academic Schools, Professional Services and The Sussex Humanities Lab) and external stakeholders such as RLUK (Research Libraries UK), SCONUL and LIBER to ensure strategic alignment of services.
5. Work as part of the Library Leadership Team to plan, resource and deliver the Library Strategic Plan in support of the University Strategic goals. This includes ensuring behaviour and culture are linked directly to the University values.
6. Strategic management of the library resources and systems budget, enabling a value-for-money approach to purchasing materials whilst ensuring we can sustainably support content needs of staff and students at the University.
7. Strategic leadership of the library contribution to Open Scholarship and Research at the University including establishing a strong focus for Open Research in the Library in response to university strategic objectives.
8. Strategic leadership of Research Data Management for the University in close collaboration with academic schools and professional services.
9. Strategic leadership of the development of library-led institutional open publishing programme engaging with both internal and external stakeholders
10. Strategic leadership of our Digital Development work including engaging with internal and external stakeholders on innovation and systems infrastructure enhancement

KEY RESPONSIBILITIES

1. Leadership

- 1.1 Provide strategic leadership to the Research and Open Scholarship, Content Delivery and Digital Development teams, setting standards of service, targets, and objectives.
- 1.2 Work with the Library Leadership Team to ensure the appropriate allocation of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the Division.
- 1.3 Work with the Library Leadership Team to set the strategic direction of the Division and vision ensuring service and culture are in strategic alignment with the institution.
- 1.4 Support the development of others across the Library Division and externally, providing leadership and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement.

2. Service Delivery

- 2.1 Working within overall University policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives.
- 2.2 Development and delivery of Divisional operational and strategic plans.
- 2.3 Ensure effective and quality service delivery within area of responsibility.
- 2.4 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation, and presentation of complex and conflicting information to inform decisions related to areas of responsibility.
- 2.5 Identify critical issues when resolving problems particularly where there is complex or competing information and use University and Library strategy and aims to make decisions.

3. Strategy and Planning

- 3.1 Based on a broad and deep set of knowledge and experience, set strategic direction in areas of responsibility.
- 3.2 Shape policy development and provide guidance on strategic agenda of the library and relevant areas of the University.
- 3.3 Ensure appropriate governance is in place for Library content acquisition and delivery, open scholarship and research support and Library digital development and innovation.

4. Stakeholders

- 4.1 Proactively engage with internal and external stakeholders, colleagues, or students to ensure the effective delivery of strategic objectives, initiate, and develop relationships, providing analysis of data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Persuade, influence, and negotiate as appropriate to further the objectives of the Library and the University.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Work with the Library Leadership Team to lead a team of approx. 96 members of staff.
- Work with the Library Leadership Team to manage a budget of £8.2m (23/24).
- Strategic oversight for technical equipment purchased by the Division.
- Responsible for the achievement of KPI(s) relating to the teams and services overseen.
- The post holder reports to the Director of Library Services and University Librarian but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder also supports the senior leadership team of their division to achieve the strategic and operational goals of the University, Professional Services &

their division. The post holder is expected to work collaboratively across the University and with key stakeholders (internally and externally) to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, UKRI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Degree or equivalent with a qualification in library or information science or records and archives management or other relevant discipline or comparable experience.
2. Highly effective leadership skills with the ability to motivate others to achieve.
3. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood the audiences internally and externally.
4. Well-developed planning and organisational skills, including project management with the ability to delegate to team members.
5. Excellent interpersonal skills with the ability to effectively influence, persuade and negotiate at a senior level internally and externally, effectively contribute to team working to build and develop strong working relationships.
6. Well-developed analytical skills with the ability to generate effective solutions from concepts and make effective decisions to deliver vision.
7. Effective IT skills on MS platform.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Comprehensive knowledge of the current wider HE environment in relation to education and research.
2. Evidence of a thorough awareness of current trends in the scholarly academic publishing and content provider landscape.

3. Evidence of a detailed understanding of the potential impact of current and future digital innovation in a library HE environment.
4. Evidenced knowledge of how high-quality library services and spaces contribute to stakeholder experience.
5. Practical experience of planning and managing large budgets effectively and efficiently.
6. Experience of working in a senior management role, preferably within an academic library.
7. Commitment to the continuing professional development of yourself and others.

DESIRABLE CRITERIA

8. PgCert HE or equivalent.
9. Detailed knowledge and experience of the HE Open Research environment.