

## 1 Advertisement

**Post Title:** Research & Open Scholarship Senior Manager

**School/department:** Library

**Hours:** full time or part-time hours considered up to a maximum of 1 FTE / 37.5 hours  
Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 8299

**Salary:** starting at £42,149 to £50,296 per annum, pro rata if part time

**Placed on:** 12 April 2022

**Closing date:** 19 May 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** 26 May 2022

**Expected start date:** TBC

In support of the University's 'Research with Impact' strategic aims, you will work closely with the Library Leadership Team to embed the principles of Open Research and Scholarship in policy, practice, and culture across the university. You will lead the Library's Open Research Group, with responsibility for developing institutional open publishing at Sussex.

We are looking for an individual to work closely with the Library Management Team, to establish a culture that embraces change and supports continuous improvement.

Key to this post will be your leadership in the design and delivery of our services to support research and open scholarship. Working closely with the Digital Development Manager, you will lead on advocacy, training and support for Elements, the University's current research information system. You will also provide leadership and oversight for research skills training for doctoral researchers and research staff.

You will lead the Library's Open Access group, with responsibility for decision-making on transitional deals, monitoring the impact for Sussex, and engaging with external stakeholders such as Jisc and RLUK to support this work. You will also manage the University's UKRI and other charitable Open Access block grants to support Open Access publication.

We are looking for an outward-focused individual who will work with key stakeholders from across the University and the sector, in particular Research and Enterprise Services with whom you will work closely to deliver future research assessment submissions.

Please contact Suzanne Tatham [S.Tatham@sussex.ac.uk](mailto:S.Tatham@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.*

## **2. The School / Division**

Please find further information regarding the school/division at [www.sussex.ac.uk/library](http://www.sussex.ac.uk/library)

## **3. Job Description**

**Job Title:** Research & Open Scholarship Senior Manager

**Department:** Library

**Section/Unit/School:** Library

**Location:** Library/homeworking

**Grade:** 8

**Responsible to:** Associate Director, Library

**Responsible for:** Research & Open Scholarship Librarian and Open Access Librarian

### **PRINCIPAL ACCOUNTABILITIES**

1. Lead, manage, promote, and maintain a high-quality Professional Services department, engendering a culture of continuous improvement.
2. Ensure the delivery of outputs of the department.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. Input at a national level into discussions and initiatives to develop Open Research and Scholarship.
6. Actively contribute to the strategic and operational management of the library as a member of the Library Management Team.
7. Work with the Associate Directors to embed the principles of Open Research in policy, practice, and culture across the university.

8. Lead on advocacy, training and support for Elements, the University's current research information system.
9. Manage the University's UKRI and other charitable Open Access block grants to support Open Access publication
10. Lead the Library's contribution to delivering the REF submission, enabling relevant compliance for publications.

## **KEY RESPONSIBILITIES**

### **1. Departmental Management and Leadership**

- 1.1 Provide management and leadership to motivate the department to achieve targets and objectives
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department
- 1.3 Ensure departmental understanding and application of operational standards are embedded in the departmental culture and methods of working
- 1.4 Support the development of others, providing training 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 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Contribute the development of departmental/functional strategic planning process
- 2.4 Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
- 2.5 Ensure appropriate records and documentation are maintained commensurate with policy and procedure.

- 2.6 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation, and presentation of complex information to inform decisions related to subject area
- 2.7 Identify critical issues when resolving problems particularly where there is complex or competing information and use university policy and objectives to make decisions.

### **3. Policy and Procedure**

- 3.1 Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy as required.
- 3.2 Contribute to the shaping of policy decisions and improvement in area of expertise.
- 3.3 Ensure appropriate governance is in place for area of expertise.

### **4. Stakeholders**

- 4.1 Proactively work with internal and external stakeholders, colleagues, or students to ensure the effective service delivery, initiate and develop relationships, providing 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 University

### **5. Open Research**

- 5.1 Lead the Library's Open Access group, with responsibility for decision-making on transitional deals and open access publishing.
- 5.2 Lead the Library's Open Research Group, with responsibility for developing institutional open publishing, and advocating and developing support for open research at Sussex.
- 5.3 Provide leadership for the delivering research skills training for Research students and staff.

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**

- Leading a team of staff

- Managing the UKRI and other charitable Open Access block grants
- The post holder reports to the Associate Director working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of 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 to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the library's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, 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. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role.
2. A detailed applied and theoretical knowledge and understanding of specialist area.
3. Effective management skills
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.

5. Planning and organisational skills, including project management, with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Effective IT Skills on MS platform.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Experience of supporting organisational change
2. Experience of supporting research and open scholarship in an academic environment
3. At least 2 years of management experience at a senior level
4. Experience of data-driven decision-making
5. Experience of implementing service standards in a large organisation

### **DESIRABLE CRITERIA**

1. Experience of working in an academic library
2. Knowledge of the UK Open Access publisher landscape