

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Head of Academic Services

## **College/Department**

Provost Learning & Teaching

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0371-24

## **Salary**

£58,863 to £73,579 per annum (for exceptional performers, there is scope for further progression up to £84,616 per annum).

## **Reports To**

University Librarian

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

The Head of Academic Services contributes to the leadership and development of the Library, leading strategic direction for the Library’s academic services, supporting research, learning and teaching. The post holder is accountable for the implementation of strategy through operational planning, success indicators and performance monitoring.

The Head of Academic Services works collaboratively across the University and, as a member of the Library’s Strategy Group, plays a key role to ensure the Library’s vision, strategies and services align with and support the University’s overarching strategic priorities.

## **Principal Accountabilities**

1. Lead the strategic development and management of the Library's academic provision, placing strong focus on continuous improvement to align with university priorities.
2. Contribute to the strategic planning, decision-making, and management of the Library, ensuring alignment with University priorities, whilst creating a culture of opportunity, equality, creativity and collaboration for all Library staff.
3. Provide strategic leadership, engage, motivate and develop teams and individuals supporting research, learning and teaching; defining objectives, securing effective performance management and fostering inclusive approaches to service development.
4. Develop and evaluate library services and operational plans, ensuring effective measures and benchmarks are used and that there is alignment with Library and institutional strategic goals.
5. Develop and strategically lead the University’s coordinated approach to academic enhancement and skills.
6. Oversee analysis, interpretation and reporting of data in respect of academic services provision, making recommendations that inform decision-making in support of Library and institutional goals, as well as policy compliance.
7. Maintain an up-to-date understanding of the research and education regulatory and policy environments, leveraging this knowledge to inform the Library’s strategic position and service development.
8. Lead the Library’s strategic support for academic colleagues in their research, learning and teaching endeavours including, but not limited to, open research, publication practice, programme planning, curriculum design and curriculum delivery.
9. Oversee the Library's design and delivery of pathways for nurturing and developing academic knowledge and skillsets amongst the University’s academic and student populations, working collaboratively with university leaders to embed, where appropriate, within institutional academic development opportunities, institutional researcher development opportunities and student curricula.
10. Working collaboratively with university leaders, oversee institution-wide implementation of the University's Resource Lists Policy, monitoring adoption and leveraging support interventions as necessary.
11. Continuously review opportunities in respect of Library contributions that further the University’s civic priorities.
12. Collaborate on reviewing, developing and implementing relevant University Policies and strategies relating to open research, publication practice, academic skills and pedagogical application of scholarly content assets.
13. Contribute towards the evaluation of scholarly content provision, with a particular focus on ensuring value and alignment with the University's research, learning and teaching ambitions, defining allocations for any designated budget effectively.
14. Act as Library strategic lead for the University's Colleges, ensuring effective liaison with College leadership on matters of mutual strategic interest.
15. Lead the delivery of projects aligned to the strategic priorities of the Library.
16. Provide line management to reporting colleagues as appropriate, defining agreed objectives, securing effective performance management and fostering inclusive approaches to service development.
17. Actively promote and support inclusion through operational activities undertaken through the role.
18. Undertake continuous personal and professional development in support of the role.
19. Be flexible with working pattern and in working at different University sites and supporting other library teams, as required.
20. Ensure compliance with relevant University policies and procedures.
21. Act as deputy for the University Librarian when required, representing the Library on relevant Committees and groups and taking decisions as necessary.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Level 6 qualification, such as an undergraduate degree, or relevant professional experience

#### **Experience**

* Experience of leading academic support services within a Higher Education context
* Experience of strategically leading and delivering service development and improvement
* Experience of making autonomous leadership and operational decisions
* Evidence of problem solving at a strategic level
* Experience of building positive relationships and working productively in collaboration with a wide range of colleagues
* Experience of leading, managing and motivating people and teams, including identifying skills gaps and training needs, performance management and talent development
* Experience of leading and delivering successful projects in the context of major service developments
* Experience of leveraging quantitative and qualitative data to inform decision making and drive continuous quality improvement

#### **Skills, knowledge & abilities**

* Commitment to equality, diversity and inclusion with the ability to role model, adhere to and advocate the University’s Equality, Diversity and Inclusion Policy
* Knowledge of regulatory conditions, policy and practice in Higher Education teaching, learning and academic skills
* Knowledge of emerging trends, policy and practice in the research and publication practice landscape
* Ability to take a proactive approach to the development of strategy, operational planning and processes, appropriate to the changing needs of the University
* Ability to critically analyse services and processes, utilising data and evidence to inform strategic development
* Ability to take a lead in the formulation and implementation of strategic change
* Ability to plan, prioritise and organise work and people to achieve objectives on time
* Confident and self-assured with theability to communicate highly complex information effectively to both specialists and non-specialists adjusting the level to suit varying levels of audience

#### **Business requirements**

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner as required
* Willingness and ability to be flexible within the working pattern to meet the business needs, including working evenings, weekends, or extended hours

### **Desirable Criteria**

#### **Qualifications**

* Postgraduate or additional relevant professional qualification
* Membership of relevant professional bodies

#### **Experience**

* Experience of working within an academic library

#### **Skills, knowledge and abilities**

* Knowledge of copyright law in respect of its relevance in academic teaching and research

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.