

## JOB DESCRIPTION

**Assistant Director: Digital Innovation and Research Services**

**Vacancy Ref: A2292**

|   |   |                          |
|---|---|--------------------------|
| <b>Job Title:</b>   | Assistant Director: Digital Innovation and Research Services  | <b>Present Grade:</b> 9P |
| <b>Department/College:</b>  | Library Services  |                          |
| <b>Directly responsible to:</b>   | Director of Library Services and Learning Development   |                          |
| <b>Supervisory responsibility for:</b>  | Research and Scholarly Communications Manager, 3 x Digital Developers, 1 x Assistant Librarian (5 direct reports and 6 to 8 indirect reports in the first instance) |                          |
| <b>Other contacts</b>   |   |                          |
| <b>Internal:</b>  |   |                          |
| Assistant Director: Academic Services   |   |                          |
| Assistant Director: Operations and User Services  |   |                          |
| All other Library staff   |   |                          |
| Head of IT Partnering and Innovation plus other members of ISS Leadership team as appropriate   |   |                          |
| Head of Research Services plus other members of Research Services Leadership team as appropriate  |   |                          |
| Academic staff  |   |                          |
| Professional Services staff   |   |                          |
| Students (individually or as Student Union representatives)   |   |                          |
| Service business partners (HR, Finance, etc)  |   |                          |
| <b>External:</b>  |   |                          |
| Senior staff in other HE library and information services   |   |                          |
| Stakeholders in NoWAL, Northern Collaboration, N8, and SCONUL   |   |                          |
| EPUG-UKI and IGeLU  |   |                          |
| Jisc staff  |   |                          |
| Project partners - especially Jisc Research Data Shared Services partnership and Ex Libris Esploro partnership  |   |                          |
| Suppliers especially Ex Libris, Elsevier, ProQuest, Clarivate, Digital Science  |   |                          |
| Alumni  |   |                          |
| Overseas partners and campuses  |   |                          |
| <b>Major Duties:</b>  |   |                          |
| <b>The Role</b>   |   |                          |
| <ul style="list-style-type: none"> <li>The post holder is a member of the Library Leadership Group (LLG)* responsible for directing, developing and overseeing Library strategy, policy and planning, ensuring alignment with Lancaster University's strategy to become an institution that is globally significant</li> <li>The post holder leads strategic development of the digital and research areas, ensuring the Library's performance in these areas is excellent and commensurate with the strategic objectives of Lancaster University</li> <li>The post holder will deputise for the Director of Library Services and Learning Development as required</li> </ul> |   |                          |
| <p><i>[*LLG comprises Director of Library Services and Learning Development, plus 3 Assistant Directors (Academic Services, Digital Innovation and Research Services and Operations and User Services)]</i></p>   |   |                          |

**Key responsibilities:**

- Lead the work of the research and scholarly communications team, driving development and delivery of services associated with scholarly communications, open access, research data management, citation analytics, and digital preservation
- Provide leadership of the Library's role in supporting REF output eligibility and the Open Research agenda
- Provide leadership in developing and delivering high quality services to support the research and digital innovation agenda, forming innovative partnerships and generating excellence throughout the team both within the Library and beyond
- Provide leadership of the Library's digitisation, digital scholarship, and digital humanities service(s)
- Lead the Library's digital developments in collections management, discovery, and curation for Unique and Distinctive Collections and Archives
- Lead on major projects including - but not limited to - Jisc Research Data Shared Service, Exploro and DMAonline
- Further the Library's offering of the citations service and develop an Academic Impact and Citations Service for the University
- Lead on the Digital Research element of Digital Lancaster 2.0  
<http://www.lancaster.ac.uk/iss/info/docs/digital-lancaster/Digital-Lancaster-2.0.pdf>
- Monitor trends in information technologies and associated user behaviour; envisage library applications, develop and sustain high quality digital services and encourage digital innovation
- Lead the digital and research space discussions as part of the Library's Phase III redevelopment
- Develop the Library's virtual equivalence, devising and delivering services that replicate and go above and beyond on-campus services, specifically with our international partners, distance learners and alumni
- Lead the Library's high-level collaboration with ISS, particularly on digital infrastructures, access and identity management, and on integration of Library and other enterprise systems and services
- Develop and maintain strong and effective relationships with academic Departments working on research support, digital innovation and with external partners particularly in shared service developments
- Team leadership and management; accountable for the performance and professional development of direct reports
- Take an evidence-based approach to monitoring, review and evaluation of Library's digital services, including development of Library's analytics offering
- Provide inspirational and creative people leadership, motivating and developing teams to perform at the highest level
- Any other duties appropriate to the grading of the post as determined by the Director of Library Services and Learning Development