UNIVERSITY OF LEEDS LIBRARY
HEAD OF RESEARCH SUPPORT & STUDY SPACE

The Brotherton Library Reading Room
Role summary

Leeds University Library is one of the UK’s most distinguished academic libraries, with collections of international quality which already underpin a wide range of teaching and research across many disciplines. The University of Leeds has the second largest student body in the UK with over 32,000 students; there is a staff complement of more than 7,000 and research income of more than £130m (2013/14).

The University’s new strategy, Investing in Knowledge and Opportunity outlines our ambitions to increase research activity and to improve the student experience. The Library is recognised as a key partner in those aims.

We are looking for an outstanding individual who will develop a vision, working closely with academic colleagues in Schools and Faculties to support researchers and the research process, and with our customers who use our Libraries as a space for learning, research and collaboration. The Head of Research Support & Study Space is a key member of the Library’s Leadership Team, shaping the strategic direction of one of the UK’s largest and highest performing academic libraries.

University of Leeds Grade 9 (£47,801 - £55,389 p.a)

Informal enquiries can be made to Dr Stella Butler, University Librarian and Keeper of the Brotherton Collection, 0113 343 5501, s.butler@leeds.ac.uk
Research Support

Leeds University Library is one of the largest and most distinguished academic library systems in the UK. Our four campus libraries house around 3m volumes as well as countless individual manuscript and archival items contained in our outstanding special collections. The University of Leeds is a member of the Russell Group of research-intensive universities. Research informs and leads teaching across all of the university’s nine faculties which cover a vast range of disciplines. The university’s strategic plan identifies 7 key research themes: Health, Water, Food, Energy, Culture, Cities, and High value engineering. Our ambition is to be securely placed in the UK’s top ten research universities by achieving significant increases in research quality, income and impact.

Over the past three years the library has developed a number of services to support the research process:

http://library.leeds.ac.uk/researcher

The Scholarly Communications and Researcher Skills team administers the RCUK open access fund as well as managing the university’s full-text repository White Rose Research Online (a collaborative initiative with our White Rose University partners, Sheffield and York). The team advises individual researchers as well as providing training to postgraduate students on the publishing process.

The Research Data Management team provides advice to researchers on how to develop RDM plans for funding bids as well as managing and developing the University’s repository, Research Data Leeds.

Study Space

The University of Leeds prides itself in providing an outstanding education and attracts high quality students from diverse backgrounds. The Leeds University Library occupies a key position within the student experience and operates across five sites:

- The Laidlaw Library opened in the summer of 2015 and provides a range of collaborative learning spaces as well as housing reading list material for first and second year modules
- The Brotherton Library in the Parkinson Building houses collections in arts and social sciences
• The Edward Boyle Library located at the centre of the campus and houses science and engineering collections
• The Health Sciences Library is located in the Worsley Building adjacent to Leeds General Infirmary and houses collections relating to medicine and health sciences including psychology
• The St James’s Hospital Library in the Clinical Science Building of the hospital complex is a small library providing study space for both NHS staff and university students on clinical placements

Our physical spaces combine exceptional study facilities, customer-focused service delivery and access to resources, both printed and electronic. We have held the Customer Service Excellence award since 2014 and remain committed to reviewing and developing our services to support the student, researcher and academic communities.

This role will lead on developing the Library’s strategy for space management. Challenges include integrating collections with attractive and customer-friendly study facilities as well as providing space-efficient ‘closed access’ collection stores including the Western Campus Store. It will be essential for our study space strategy to align with that for collection storage.

**Key responsibilities**

You will be an imaginative and strategic thinker with proven experience of driving innovation. Your extensive knowledge of national and international trends in library provision, particularly in the higher education sector ensures you understand where scholarly communications fits within the research landscape and how services based in the library can facilitate and add value to the research process. You will also be aware of the impact of libraries on the student experience and of where library services sit within new developments in pedagogy. You will be able to communicate your vision for both research support and study space development to both Library staff and academic colleagues and have demonstrated the ability to translate vision into action.

The post reports to the University Librarian and Keeper of the Brotherton Collection and has leadership responsibility for four teams: Scholarly Communications & Researcher Skills, Research Data Management, Customer Services, and Facilities & Estates.

As Head of Research Support & Study Space, your responsibilities are:

• Leading staff by articulating the vision which flows from the Library’s strategic plan, *Library Futures*. This will involve setting individual and group objectives, monitoring performance and mentoring and encouraging staff to perform at the very highest level.
• Developing strategic and operational plans for research support, study space and customer services which will contribute to the achievement of the Library’s strategic objectives and vision as laid out in *Library Futures*.
• Aligning the budgets within both the research support Teams and the study space teams with the Library’s strategic aims, and working with team leaders to ensure value for money.
• Being an ambassador for the Library both within the University and the wider academic community.

• Contributing to the leadership and development of the University Library more widely as a member of Leadership Team and through other groups as appropriate.

• Advising and assisting the University Librarian as required.

**Main duties**

• Leading the implementation of strategic actions within *Library Futures* relating to research support, study space and customer services. These include making research outputs of the University more visible, supporting the development of new research through collections and services, ensuring optimal use of all our physical spaces.

• Developing and implementing policies relating to scholarly communications including the management of open access funds provided by research funders.

• Working with colleagues in the Research & Innovation Service, managing the collection of research outputs in preparation for REF submissions.

• Working with colleagues in IT to oversee the development of services in support of research data management, including electronic storage for data; a user-friendly online advisory service; or a training programme for researchers.

• Oversight of the operational management of all site libraries including both staff and facilities. This will include determining policies for opening hours, behaviour management of customers, as well as working closely with colleagues in the University’s Facilities Directorate.

• Oversight of operational management of all library closed-access storage areas (excepting Special Collections).

• Ensuring compliance with Health and Safety legislation across all Library sites, working closely with colleagues in the Facilities Directorate, and particularly Health & Safety Services.

• Managing assigned budgets, working closely with the Library’s Management Accountant.

• Representing the Library on relevant University committees, boards and working groups.

• Representing the Library externally, within the national and international HE environment.

**As a University leader and manager:**

• Providing effective leadership and management of the team, in line with Investors in People standards and the University’s Leadership and Management Standards, ensuring clarity of direction and engagement with and alignment to the achievement of strategic aims.

• Monitoring performance of the area taking action where necessary to ensure standards, targets and objectives are achieved.
• Developing skills and capabilities within the team to ensure current and future requirements are met.
• Taking responsibility for health and safety within the area and addressing staff welfare concerns in line with University processes and guidelines.
• Undertaking all activities in line with University values and standards.

Generic requirements for all staff

• The details above are not a comprehensive list of the activities which may be carried out by the role holder, and activities may change (appropriate to the grading of the post) as a result of developments and changes in Library services.
• In carrying out their roles, all Library staff are required to show positive commitment to the values of the Library and University.
• All customer-facing Library staff are required to wear name badges.
• The Library supports and encourages the training and development of its staff; participation in appropriate training and development activities is a requirement of the post.

Career expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website http://www.leeds.ac.uk/hr/jobs/index.htm to allow staff to apply for wider career development opportunities.
Person Specification

Essential – role specific

- Graduate (or equivalent qualification)
- Appropriate professional qualification, or qualified by substantial relevant experience in an academic/research library
- In depth knowledge and understanding of the role of the Library in a research-intensive University, and the higher education sector generally
- Extensive practical working experience, knowledge and understanding of the current academic library environment, particularly relating to research support, the provision of study space for undergraduates and researchers
- Excellent IT skills and current knowledge of IT applications in operational and project functions relevant to this post
- Substantial managerial experience at an appropriate level in an HE or research library
- Ability to contribute to wider Library strategy

Essential – generic

- Able to translate strategy into action, demonstrating creativity and drive
- Proven success in project management
- Experience of leading or contributing to innovative practice and implementing change
- Confidence and ability to motivate, lead and develop staff of a mixed range of skills and experience, encouraging innovation and creativity
- Understanding of and commitment to best practice in staff management
- Excellent communications (both written and verbal) and interpersonal skills
- Excellent team-working skills at a senior level
- Ability to influence and negotiate at the highest level with colleagues, stakeholders and external agencies
- Commitment to participating in local and national professional networks and activities
- Understanding of budget management

Desirable

- Experience of budgeting and financial planning
Leeds University Library

The University of Leeds Library is one of the UK’s most distinguished academic libraries providing support for the University in its ambition to become one of the top 50 universities in the world. The University has the second largest student body in the UK with over 32,000 students. There is a staff complement of more than 7,000 and research income of more than £130M (2013/14). The nine faculties of the University cover a vast range of disciplines.

As well as acting as a gateway to information, the Library also supports learning, teaching and research through a range of services including the e-print repository, the Virtual Learning Environment and the Portal.

The Library has a total budget for 2014/15 year of £12.3M and a staff complement of 205 FTE. The Library is organized in four main divisions, Learning Support, Research Support & Study Space, Information Resources and Special Collections. The Head of Research Support & Study Space is directly responsible to the University Librarian and is one of the five senior Library managers who form her Leadership Team. While all members of the Team bring particular perspectives and expertise to it, the Head of Research Support & Study Space, like the others, has the opportunity to influence all aspects of the Library’s activities at the highest level.

Organisational structure

The Library has over 3 million printed items, more than 2 million manuscripts and archival documents and access to over 35,000 print and electronic journals. There are four campus sites: Edward Boyle Library, the Brotherton Library, Health Sciences Library and the new Laidlaw Library plus a small library at St James’s University Hospital. The Library also has responsibility for the University’s collection of 4,000 works of art and operates the Stanley & Audrey Burton Gallery. University of Leeds students form the largest group of Special Collections users.
The Library’s strategic plan, Library Futures, outlines a vision and mission for the next five years focusing on five key themes for development: Enhancing Student Education, Providing a Cornerstone for Research, Exploiting and Developing Collections, Developing Exceptional Spaces and Places, Working Well Together.

Library Futures: [Library Futures: strategic plan 2011-2016 (PDF)](https://example.com/library_futures)

The Library plays an active role in a number of regional, national and international consortia including White Rose Libraries, Research Libraries UK, SCONUL, LIBER (the Association of European Research Libraries) and OCLC.

There are five libraries (four on campus and one at St James’s University Hospital). The Laidlaw Library opened in May 2015, providing exceptional facilities for our undergraduate students, and a major refurbishment of the Edward Boyle Library is underway, and will provide dedicated spaces for our research postgraduates. The Library has a total budget for 2014/15 year of £12.3m and a staff complement of 198FTE. The Library is organized in four main divisions: Learning Support, Research Support & Study Space; Access and Operations; and Special Collections.

Research Support & Study Space

**FTES**
- SCoReS – 10
- RDM – 3
- Customer Services – 90
- Facilities & Estates – 1.8