



Corporate Services Library

Special Collections

Collections and Engagement Manager (Archives and Manuscripts)

Special Collections is undertaking a period of major development as it engages with the ambitious strategy of the University of Leeds, *Investing in Knowledge and Opportunity* and the Library's response. In February 2016 the Treasures of the Brotherton Library Gallery opens to the public. In October 2014 we launched our web interface to present collections online. The Collections and Engagement Manager will play a key role in building on these initiatives to open up Special Collections to wider audiences and ensure they provide the appropriate research infrastructure for the University.

Universities increasingly seek to differentiate themselves through collections and other cultural assets. Our rare book, manuscript and archive collections form a strong and very distinctive cultural offer with enormous opportunities for research. Leeds University Library's collections are among the most significant in UK HE institutions. We are keen to showcase our collections more effectively, increasing the value that they can deliver to the university's wider research ambitions.

This is one of three management posts leading on strategic and operational developments within Special Collections. Peer managers are the Collections and Engagement Manager: Rare Books and Maps (responsible for the Treasures of the Brotherton Gallery), and the Art Gallery Curator (responsible for the Stanley & Audrey Burton Gallery). This post will have the strategic lead for online engagement (KE EMu) and a format specialism in archives and manuscripts.

With responsibility for the care, management, development and promotion of archives and manuscripts, you will be the main point of contact for the major archive deposited collections and be the main point of contact to academics for these. You will lead on developing programmes of externally-funded metadata enhancement to improve access to the collections and will liaise with the Library's Systems and Metadata Teams to ensure that metadata is professionally robust, effectively curated and available to researchers.

KE EMu is used to manage all aspects of Special Collections and Galleries online presentation. We have ambitions to adopt wide ranging functions within the system to support the documentation of all collections activity. The post holder will have Special Collections responsibility for developing the response to the challenge of born digital archives and engagement with digital humanities. You will be the lead on EMu development for the Library, working closely with Special Collections, Systems and Digital Content Teams.

You will work closely with the Collections and Engagement Manager (Rare Books and Maps) to ensure that Special Collections exhibitions are of high quality, have wide audience appeal and support the Library's and University's strategies most effectively.

We are seeking an individual who combines significant and successful managerial and leadership experience with extensive professional collections expertise in archives and manuscripts. You will be interested in and knowledgeable about the opportunities that technology offers a library service and its customers and you will be able to deliver strategic improvements to the service and to monitor and evaluate the success of those improvements.

A graduate with either a professional qualification in Archive Administration or significant equivalent professional-level experience, you will have a track record of developing innovative access or other service delivery practices preferably within a research library environment. You will be committed both to maintaining professional standards and to developing and leading well-motivated and effective teams. You will be interested in and knowledgeable about online environments to engage a range of audiences. You will have experience of developing the use of collections management systems to support and streamline processes. Experience of KE EMu will be an advantage, as would experience of the audience development opportunities of a University Library, Archive or Gallery.

Hours of work Participation in the early evening and Saturday morning reading room rota is a requirement, as is occasional attendance at events in the evenings and at weekends.

Further information about the Library <http://library.leeds.ac.uk/>

Further information about Special Collections <http://library.leeds.ac.uk/special-collections>

University Grade 8 (£38,896 - £46,414 p.a.)

Informal enquiries may be made to: Joanne Fitton, Head of Special Collections
j.c.fitton@leeds.ac.uk 0113 343 6178

REF: CSLIB1084

Leeds University Library is an Investor in People (Silver) and holds the Customer Service Excellence standard.

Job Description

Responsible to Head of Special Collections

Responsibility for staff Archives and Manuscripts Team, including project posts

Key relationships

In the Library Collections and Engagement Manager (Rare Books and Maps), Curator (Art Collections), Conservation Officer, Web Content Officer, Systems Team, Metadata Team Leader, Digital Content Team Leader

In the University Secretariat

Externally Arts, heritage and community organisations.

Key responsibilities

With particular format specialism in the archive and manuscript collections, supporting the Head of Special Collections in developing and delivering strategic improvements to the service and monitoring and evaluating the success of those improvements by:

- Taking the strategic lead on resource discovery:
 - responsible for the operation of KE EMu to present collections information and interpretation on the web
 - developing audiences for Special Collections both inside and outside the University
- Developing and maintaining expertise in archive and manuscript collections to ensure that acquisition and collections exploitation delivers the most impact in support of Library and University strategy.
- Managing cataloguing, care and exploitation of these collections and establishing funding streams to support this work to achieve agreed targets.
- Development and management of fundraising opportunities to support improvements and innovation.
- Ensuring appropriate communication with other Library managers and Faculties and developing partnerships in support of teaching, learning and research.
- Space-planning for access to and storage of special collections in collaboration with other library managers.
- Deputising for Head of Special Collections as required.
- Playing a key role in the development of Library strategy and operations, including leading cross-Library initiatives if required.

Main duties

- Developing, managing and reviewing the operational plans for the team, reporting progress to both Leadership Team and the Library generally.

- Acting as the main channel of communication to and from the team with other areas of the Library service and promoting the highest standards of team and inter-team communication.
- Initiating, planning and managing projects.
- Managing the new and retrospective cataloguing programme for archive and manuscript collections, working with the Collections and Engagement Manager (Rare Books and Maps) to ensure the development of complimentary practice across all collection formats.
- Managing born-digital archives, working with Library colleagues to ensure their preservation, security and accessibility.
- Leading on the development of KE EMu to support wide ranging collection management activities for Special Collections.
- Developing and managing opportunities for the Special Collections archive and manuscript collections to support research and teaching within the University.
- Developing partnerships and resource to create online exhibitions and learning resources, working with academics, researchers and others both within and outside the University.
- Delivering teaching that supports teaching and research programmes within the University, and as part of online and community engagement activities.
- Analysing and utilising customer feedback, both formal and informal, to assess impact, inform team planning and service development.
- Liaising with Special Collections' community partners, ensuring positive relationships which support Library strategy.
- Leading on website development within Special Collections, liaising with Library and University colleagues.
- Representing the Library and Special Collections in the University and in external groups as required.
- Participating in appropriate national and international subject and/or professional interest groups as appropriate, to maintain awareness of trends, for professional development and to raise the profile of the Library.

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.
- 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 Library staff (added to all job descriptions)

- 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 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://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- Education to degree level or equivalent
- Professional qualification in Archives Administration or substantial relevant professional level experience
- Significant and substantial professional experience of working with archives and born digital collections
- Knowledge and understanding of national and international trends and developments in Special Collections
- Knowledge and understanding of other relevant trends and initiatives in libraries and the higher education sector
- Knowledge and understanding of collections management systems for archive, art and rare book collections
- Experience of managing and developing websites
- Confident user of IT, including familiarity with MS Office
- Understanding of project management techniques
- Significant experience of cataloguing and access in an electronic environment
- Excellent communication skills, including: report writing and the delivery of presentations to senior managers and peers; written and verbal communication with a wide range of staff; ability to consult on the development and planning of services; ability to deliver clear, targeted messages to a range of audiences
- Confidence and proven ability to motivate, lead and develop staff of a mixed range of skills and experience, including managing poor performance
- Understanding of and commitment to best practice in staff management
- Evidence of successful co-operative working with a wide variety of staff from varying disciplines, working effectively through negotiating and influencing to achieve results
- Understanding of and commitment to excellent customer service
- Proven experience of direct and pro-active contribution to the development of policy and/or innovative working practices
- Creative approach to problem solving, using initiative and collaborating with others to resolve issues
- Ability to work under pressure, prioritise, schedule and balance workloads to meet deadlines
- Ability and willingness to modify own working practices in line with trends, developments and changing priorities
- Proven commitment to continuing professional development

- Ability to work outside normal office hours (ie evenings, weekends) to attend events or contribute to staffing rotas as required

Desirable

- Experience of working in an academic/research library
- Experience of KE Emu collection management system
- Experience of building relationships with depositors
- Experience of audience development and/or public engagement activities in a university/museum/gallery
- Experience of project management

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the University Libraries on the main campus. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.