CANDIDATE BRIEF

Digital Development Manager, Leeds Humanities Research Institue

Salary: Grade 7 (£39,105 - £46,485 p.a. depending on experience)

Reporting to: Simon Popple, Academic Lead for DCCH

Reference: AHCLH1010

Location: University Main Campus (We are open to flexible working arrangements)

1FTE, Full Time

Fixed term until 31st December 2025 because there is a need for temporary cover

Digital Development Manager, Leeds Humanities Research Institute

Overview of the Role

Do you have an interest in promoting the use of digital tools and methodologies for research and partnership working? Do you have a track record of supporting researchers to engage with digital innovations in a rapidly changing environment? Are you looking for a position where you can support the strategic development of digital infrastructure? Do you have an interest in supporting the development of academic projects in the arts and humanities?

The Digital Creativity and Cultures Hub (DCCH) is a joint venture between the Faculty of Arts, Humanities and Cultures, and University of Leeds Libraries. Based in the Brotherton Library, it offers support, training, and facilities for academic and professional services staff to develop innovative research and engagement related to digital methods and outputs. DCCH works with academic staff to develop research projects and external partnerships in the digital sector and provides support for research-related activities. As well as offering bespoke support to individuals and supporting groups of researchers to respond to external funding schemes and calls, DCCH delivers training and development in digital skills, with a focus on the needs of arts and humanities researchers. Working with the Academic Lead for DCCH, you will be part of the Leeds Arts and Humanities Research Institute (LAHRI), and work closely with academic and professional services colleagues to provide digital support and training for researchers. The DCCH Digital Development Manager will play a key role in advancing and implementing the University's Digital Transformation Strategy, and providing specialist advice, especially in digital humanities.

Main duties and responsibilities

As Digital Development Manager of the Digital Creativity and Cultures Hub (DCCH), your main duties will include:

- Leading on building confidence and capacity amongst research communities in the use of digital tools for research and partnership working, focusing on arts and humanities;

- Leading on design and delivery of training and research events relating to digital creativity and culture, and relevant research methodologies;
- Liaising with staff and researchers to review and gather ongoing intelligence about digital technologies and training resources;
- Providing expert advice on digital tools and methodologies, based on own digital humanities expertise, to colleagues across arts and humanities-related disciplines;
- Identifying and developing expertise in appropriate research techniques in the field of Digital Creativity and Cultures/Digital Humanities (DH);
- Integrating current research into latest DH methodologies into the training and support provided by the DCCH;
- Providing tutorial support and delivering occasional guest lectures in relation to their subject expertise;
- Contributing to the identification of opportunities for and development of new research activity in relation to Digital Creativity and Cultures;
- Contributing to the development of relationships and projects with external partners;
- Developing external contacts in relevant research areas through networking at conferences, involvement in formal groups and participation in external professional bodies;
- Conducting individual or collaborative research in the field of Digital Creativity and Cultures/Digital Humanities, contributing to the generation of original research outputs;
- Contributing content to the virtual space of DCCH;
- Liaising between DCCH and library colleagues;
- Representing the DCCH in cross-institutional groups;
- Building and maintaining lines of communication with relevant professional services communities in the University;
- Demonstrating autonomy in decision-making and collaborative engagement with colleagues;
- Demonstrating a willingness to take on a range of tasks and to develop new skills, as appropriate;
- Contributing to the development of an inclusive and diverse academic culture.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills
Essential

- A degree in Computer Science, Digital Humanities, or equivalent professional experience;
- A track record of supporting researchers to engage with digital tools, methods, and platforms;
- Proven ability to work in an agile fashion to deliver solutions;
- Proven ability to learn quickly and implement unfamiliar technologies;
- The ability to lead on collaborative research and training activities;
- The ability to contribute to the development of partnerships and participate in activities involving relevant external bodies;
- The ability to support University strategies in the development of digital infrastructure;
- An understanding of the specific needs and opportunities for research and partnership support in the arts and humanities;
- Excellent analytical and creative problem-solving skills;
- The ability to communicate clearly and effectively in various ways, including reports, presentations, training, and taking a leading role in meetings and discussions;
- The ability to work both independently and as part of a team;
- The ability to work with multi-disciplinary project stakeholders.

Desirable
- A higher-level qualification in Computer Science, Digital Humanities or Information/Library Science or equivalent professional experience;
- Keen interest in and an understanding of the use of cultural heritage collections in a digital scholarship context;
- Experience or familiarity with information technology skills underpinning digital research methods and practices (e.g. georeferencing, visualisations, content mining);
- Experience working with or within a university and/or research library context;
- Experience of communicating research via social media; experience of Web Content Management Systems.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact Information

To explore the post further or for any queries you may have please contact:

Simon Popple, Academic Lead for DCCH.
S.E.Popple@leeds.ac.uk.

Additional information

Working at Leeds
We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our Working at Leeds information page.

Our University
 As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Leeds Humanities Research Institute we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates
Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our How to Apply information page or by getting in touch by emailing HR via hr@leeds.ac.uk.

Criminal Record Information
Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Salary Requirements of the Skilled Worker Visa Route

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).