Director of Library & Archives Service
The Student and Academic Services Directorate

Closing date: 25 April 2021
Vacancy reference: AQ1097
INTRODUCTION

At the heart of the academic experience at the University of York, Library & Archives Services are part of the Student and Academic Services Directorate.

This is an exciting opportunity to lead Library & Archives Services at the University of York, working with a team who have a strong reputation for innovation and excellent customer service.

Library & Archives Services is responsible for the Borthwick Institute for Archives and three libraries. The main University Library on the Heslington West campus, Kings Manor Library in the City Centre and the running of York Minster Library on behalf of the Dean and Chapter of York Minster. The Library is actively engaged with developing learning spaces across campus, and is responsible for management of several spaces including the “Library@Piazza” space on the Heslington East Campus.

Our collections reflect the wide range of academic disciplines taught at the University and our community benefits from the rich holdings of the Borthwick Institute for Archives and Special Collections. Library & Archives Services are at the forefront of developments in digital innovation and preservation and have nationally recognised excellence in User Experience (UX) approaches.

The Borthwick Institute for Archives was established in 1953 in St Anthony’s Hall in York. Following an award of £4.415 million from the Heritage Lottery Fund, it moved to purpose-built premises on the University campus in 2005. The Borthwick Institute is one of the largest and most important archive repositories in the North of England. The Borthwick is a public archive repository, providing public access to archives from the 11th to 21st centuries.

The Library and Archives vision for 2025 is “to stimulate and facilitate the human drive for curiosity; connecting ideas, knowledge and people. To achieve this, we will advance open access to knowledge; create inspirational environments for learning and research; and deliver cultural experiences that engage our current and future communities.”

Dr Wayne Campbell
Department Head and Academic Registrar
Main purpose of role

Reporting to the Academic Registrar, you’ll be responsible for the strategic and operational leadership of Library and Archive Services. Responsible for a team of approx 140 staff across four sections of Library & Archive services (Borthwick and Special Collections, Content and Open Research, Engagement, and Digital Scholarship and Innovation), you will ensure excellent and innovative services to support learning, teaching and research across the University. The role holder is a member of the Student and Academic Services’ Senior Management Team, and has responsibility for a budget of approximately £9m.

Key Responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Lead on the development and implementation of the Library & Archives Strategy, including oversight of programmes and projects
- Advise the Academic Registrar and the University on strategic direction for Library & Archives Services, informed by the external environment for HE libraries and the information sector both nationally and internationally
- Play a crucial role in development and delivery of the University’s Digital Strategy and ensure that Library and Archives are a leading entity and a strong advocate for digital transformation and skills development
- Work in partnership with key internal and external stakeholders to design and support the delivery of the University’s Digital Education Strategy, and play a leading role in the Digital Education Steering Group
- Work closely with the Keeper of the Archives and Special Collections to maximise partnership working between the two services and to ensure the strategic development and delivery of archive services to the University and the wider community
- Provide leadership in all aspects of staff management, ensuring that excellent performance is the norm and that staff are given appropriate opportunities to develop professionally and personally
- Line manage the Deputy Director of Library Services, Keeper of Archives and Special Collections, White Rose Libraries Executive Manager, and work closely with other section heads and York Minster librarian
- Plan and manage the budget for Library & Archives services to ensure best value for money
- Foster a culture within Library & Archives Services which reflects the wider Student and Academic Services ethos, with a particular emphasis on: Customer focus, Collaboration, Continuous Improvement and Community
- Contribute to the development of Library and learning spaces, (on campus and online) across the University
- Further develop services to support researchers including taking a significant role in championing open research and development of services in support of Information Management and Digital Creativity and Scholarship
- Ensure Library & Archives Services compliance with health and safety regulations, current HR practice, and data protection (including GDPR)
- Ensure Library & Archives Services is an active partner in supporting the University’s Equality, Diversity and Inclusion Strategy, particularly in adopting an inclusive campus approach. This will involve membership of key university committees to align and support the delivery of the equality, diversity and inclusion action plan
- Lead the partnership agreement with the Dean and Chapter of York Minster, providing library services for the Minster collection

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Competitive</th>
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</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>37 per week (flexibility available)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Open</td>
</tr>
<tr>
<td>Based at</td>
<td>Heslington Campus</td>
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</tbody>
</table>

Salary

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Hours of work

37 per week (flexibility available)

Contract type

Open

Based at

Heslington Campus
Participate in the White Rose Libraries Collaboration, including acting as line manager for the White Rose Executive Manager

Represent Library & Archives Services on University Committees as required

Represent Library & Archives Services regionally, nationally and internationally, taking an active role in professional bodies such as RLUK and SCONUL

Work with the Office for Philanthropic Partnerships and Alumni on initiatives to support Library & Archives services, including further development of the York Unlimited fundraising campaign for York

Strengthen engagement and collaboration across the University and with external bodies

The post holder may be required to undertake others duties within the scope and grading of the post as required by the Academic Registrar
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>Educated to degree level or above</td>
<td>Essential</td>
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<tr>
<td>Formal Library, IT or Information postgraduate qualification (or experiential equivalent)</td>
<td>Essential</td>
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<tr>
<td>Management qualification</td>
<td>Desirable</td>
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## Knowledge

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Awareness of the key issues facing higher education and in particular challenges for academic libraries</td>
<td>Essential</td>
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<td>An excellent knowledge of digital developments, particularly as they relate to the exploitation of digital technologies to support education and research.</td>
<td>Essential</td>
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<td>An understanding of the changes in scholarly communication and impact on libraries</td>
<td>Essential</td>
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<td>An understanding of the needs of those working and studying in a higher education environment</td>
<td>Essential</td>
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<tr>
<td>An understanding of the Archives environment, and the needs of those working and using archives</td>
<td>Essential</td>
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## Skills, Abilities and Competencies

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<tr>
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<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Strong negotiating and influencing skills</td>
<td>Essential</td>
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<td>Ability to prioritise, managing multiple strategic and operational objectives</td>
<td>Essential</td>
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<td>Excellent interpersonal skills, able to influence academic and other university communities</td>
<td>Essential</td>
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<td>Experience of managing, leading and motivating staff and teams to achieve results</td>
<td>Essential</td>
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## Experience

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<tr>
<td>Substantial relevant experience in academic libraries including senior management and leadership experience</td>
<td>Essential</td>
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<tr>
<td>Experience of developing user focussed strategy</td>
<td>Essential</td>
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<tr>
<td>Experience of leading and managing complex programmes and projects</td>
<td>Essential</td>
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<tr>
<td>Experience of initiating and leading change in medium to large organisations</td>
<td>Essential</td>
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<tr>
<td>Experience of managing large budgets</td>
<td>Essential</td>
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## PERSON SPECIFICATION

### Experience (continued)

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<tr>
<th>Essential / Desirable</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Involvement in national projects or initiatives</td>
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<tr>
<td>Desirable</td>
<td>Experience of digital transformation or digital skills development</td>
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### Personal Attributes

| Essential             | Personal presence and credibility, with the ability to inspire, engage and empower others, building confidence at all levels. |
|-----------------------|Demonstrates integrity, openness and honesty with a strong commitment to equality and diversity|
| Essential             | Resilient, able to work well in a fast changing environment and with conflicting priorities and remain calm in challenging situations. |
| Essential             | Emotionally intelligent and able to relate to a wide range of people. Consultative and able to influence and work collaboratively |
| Essential             | Strong professional profile and reputation |
| Essential             | Demonstrates integrity, openness and honesty with a strong commitment to equality and diversity |
ABOUT THE DEPARTMENT

Student and Academic Services

Student and Academic Services provide administrative and advisory services and opportunities for development to support the student experience. Working collaboratively with students, colleagues and external partners we facilitate learning, development and success.

As a highly focused professional service directorate we make a significant impact on the University’s ability to achieve its ambition of offering an outstanding and valuable experience, and to support our colleagues in achieving excellence in research, teaching and the student experience.

We provide a collection of professional services which contribute to the quality of the student experience; these services are organised into the following sections:

- Academic Support Office
- Careers and Placements
- Library and Archives
- Student Life and Wellbeing
- Student Services
- York Online Support Team

Library Services

The Library offers a wide range of services and extensive collections to support the Teaching, Learning and Research of the University with a strong focus on customer service and continuous service improvement. With over 1450 study spaces we provide a wide range of study environments including quiet reading areas, flexible group study, specialist research areas, bookable group and individual rooms and PC classrooms. The University Library complex includes the JB Morrell Library, the Raymond Burton Library for Humanities Research, the Borthwick Institute for Archives and the Harry Fairhurst building on the Heslington West campus and is open 24 hours a day, 7 days a week, 362 days a year (pre-Covid-19). We have a library available at the King’s Manor in the centre of York and we are responsible for running York Minster Library, under a partnership agreement with the Dean and Chapter.

The Library stock includes around one million physical items in addition to over 750,000 e-books, and over twenty thousand print and electronic journals and databases. The Library is responsible for the institutional repository which holds over 81 thousand items and is part of White Rose Research Online, run jointly with the Universities of Sheffield and Leeds.

Our Help Desk offers support in person and virtually for library and IT queries, and through collaborative arrangements with the US we are able to offer access to library enquiry services 24/7. We value our relationships with the students, staff and researchers of the University and
ABOUT THE DEPARTMENT

our Engagement and Teaching and Learning teams provide a focus for this engagement, alongside development of digital literacy skills for all. We work closely with colleagues in IT Services to ensure successful take up of software such as Google Apps.

With the increasing move towards digital information, we are investing in the future of “York Digital Library” (YODL) which is an online repository for multimedia resources and special collections at the University of York. It provides access to over 69,000 resources, which include images, past exam papers and Masters theses. Working closely with the Archives team, the Library has become involved in prestigious digitisation projects funded by national and international bodies such as the Wellcome Trust and Mellon Foundation.

www.york.ac.uk/library/

The Borthwick Institute for Archives

Founded in 1953, we have collected archives from all around the world, from the 11th century to the present day. Our users include academic researchers and a large number of public visitors, and our staff contribute to academic teaching in many departments across the University. Our holdings include the archive of the archbishops of York from 1225, hospital archives, political archives, business archives, family archives, archives of living writers for stage and screen, and a growing number of third sector organisations, such as Alcoholics Anonymous and the Yorkshire Wildlife Trust. Our media range from parchment, through rag-made paper to reel-to-reel tapes and digital files. We also provide records management, Freedom of Information and Data Protection services for the University.

www.york.ac.uk/borthwick/
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. We have launched a new health and wellbeing plan with actions informed by our latest staff survey.
We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. (https://www.york.ac.uk/research/)

We are a high-performing member of the Russell Group, ranked 16th in the Guardian’s Best University UK Universities 2021 League Table, and 30th in the Complete University Guide 2020. We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 16 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

Our vision is to be a university for public good, supported by five key strategic themes:

- Internationalism
- Sustainability
- Civic responsibility
- Research
- Student experience and teaching

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges created by the coronavirus crisis.

https://features.york.ac.uk/who-we-are/
Our campus community

Located within walking distance of York city centre, our safe and beautiful campus is home to our ten colleges and most departments. We also have departments located in the city centre at the historic King’s Manor, and we are investing in the sustainable development of our whole campus.

All York students become members of our college system, which provides an inclusive and a valuable sense of community on campus alongside the cultural offerings of the thriving city of York

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
https://www.york.ac.uk/admin/hr/employee-benefits/selection/introduction/
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
HOW TO APPLY

Anderson Quigley is acting as an advisor to the University of York. An executive search process is being undertaken by Anderson Quigley in addition to the public advertisement.

Should you wish to discuss the role in strictest confidence, please contact:
Ed Pritchard (ed@andersonquigley.com) +44(0)7980 817 927, or
Elyse Turner-Pearce (elyse@andersonquigley.com) +44 (0)7808 648 559

The closing dates for applications is **noon on 25 April 2021**

Applications should consist of:

- A full CV.

- A covering letter (maximum of 3 pages) setting out your interest in the role and details of how you match the person specification.

- Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please complete the following confidential online Equal Opportunity Monitoring Form. Completed applications should be uploaded at  [www.andersonquigley.com/candidates](http://www.andersonquigley.com/candidates) using the reference number **AQ1097**.