Assistant Director of Digital Scholarship, Skills and Innovation

Department: Student and Academic Services | Library, Archives and Learning Services

Hours of work: Full-time | 37 hours per week

Contract type: Open

Salary: Grade 8 | £53,353 - £61,823 per year
Main purpose of the role

This post will be key to achieving key elements of the University’s Strategy and the Library, Archives and Learning Services (LALS) Roadmap. As part of the LALS Leadership Team and in line with the University’s Digital First approach, this role will lead the Digital Scholarship, Skills and Innovation teams in delivering an enhanced, integrated student and staff digital experience and in driving forward digital innovation.

The Digital Scholarship, Skills & Innovation section comprises two teams: the Digital Inclusion, Skills and Creativity team and the Digital Technologies Team. These teams work across the following areas: Digital Scholarship, Digital Skills, and Digital Library which includes both developing solutions and supporting systems. Individuals will support programmes, projects, and initiatives from across the LALS and the wider University.

Key responsibilities

1. Role Specific Responsibilities
   (Role holders will be required to undertake some or all of the duties below)
   - Contribute to integrated strategic planning as part of the LALS Leadership Team
   - Manage Digital Scholarship, Skills and Innovation team leaders to ensure achievement of Library, Archives and Learning Service Roadmap objectives related to:
     - digital skills provision for students;
     - digital skills provision for staff;
     - digital scholarship services;
     - technical implementation of LALS digital systems.
   - Ensure effective evaluation of the Digital Scholarship, Skills and Innovation teams’ services and report on performance to LALS Director and other key stakeholders.
   - Build relationships with senior managers of relevant faculties, university teams and project groups to ensure the development and execution of the Digital First organisational strategy and the coordination of LALS initiatives with this strategy.
   - Provide expertise and leadership for digital innovations including the development of the Digital Creativity labs, Data Science provision and Digital Humanities - including data analysis, data visualisation and machine learning applications and the delivery of collections online.
   - Forge partnerships with researchers and teaching staff in order to shape the digital scholarship, library and collection services which will be needed to support research and learning.
   - Champion the expansion of the LALS digital skills offer to the wider community (working in partnership with City of York Council, York Explore, and colleagues from across the University).
   - Represent the interests of the University in the digital skills, scholarship and digital library sphere at national and international levels, and promote wider outreach and networking to integrate best practice, share our experiences and maintain a high profile and leading reputation in the wider community.

This role also supports the wider work of Library, Archives and Learning Services which consists of the following teams:
   - Content and Open Research: provide resources to support the University’s teaching and research and advocate for open access.
● Engagement: provide front line enquiry support and assistance to visitors in the Library. The Academic Liaison Librarians are a point of contact between the Library and the departments and provide digital literacy teaching.
● Learning Enhancement: supports students in developing their academic skills and works with departments to address specific teaching and learning challenges.
● Digital Scholarship, Skills and Innovation: responsible for user education in the application of digital technologies for learning, teaching and research as well as supporting and developing library systems.
● Programme Design and Learning Technology: provide support in design, delivery and evaluation of learning technology interventions.
● Archives and Research Collections: care for and provide access to archives and rare books as well as Records and Information Management Services.

This is an exciting time to lead the Digital Scholarship, Skills and Innovation teams. The Library, Archives and Learning Services new Roadmap for 2030 sets an ambitious direction for digital activity within the Library. We’re aiming to make our Collections fully accessible online in a variety of formats, including computational access. We are also looking to increase our support for digital humanities and digital creativity, key cross-disciplinary research themes at York.

The team has an excellent reputation in supporting staff, students and researchers, in the development of digital skills for day-to-day tools (Google, Zoom etc), and is now looking to explore offering cutting edge technologies (VR, AR, etc) in the Creativity Lab and in the student focused YorCreate (Makerspace).

2. University of York Responsibilities for Grade 8

Service and Operational Delivery

● Through effective leadership, establish a clear vision and set of goals for the service delivery team.
● Ensure that appropriate management systems are in place to support the team and enable them to effectively deliver current and future service requirements.
● Lead delivery of a substantive and/or complex range of services.
● Engage with key stakeholders to influence opinion, delivery and reputation of services.
● Monitor, evaluate and provide feedback on the performance of the operational area and take necessary action to improve the service, including identifying training needs for the team.
● Horizon scan to identify opportunities to improve the efficiency of service operation.
● Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues

Continuous Improvement

● Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
● Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
● Apply leadership and expertise to identify, understand and resolve significant, longer term or complex problems.
● Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge, organising bespoke training or development opportunities for the team.

Specialist Contribution

● Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes
and systems.

- Design and deliver training sessions in relation to own subject area to the broader team and/or the University.
- Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
- Provide expert professional subject knowledge and problem-solving skills, sharing knowledge with the team or wider University population as needed.
- Apply technical expertise/analysis to high-level problem resolution, provide technical judgement to guide decision making.
- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.

**Collaboration and Communication**

- Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
- Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
- Develop and encourage mutually beneficial internal/external working relationships.
- Identify and develop opportunities for communities of practice and knowledge sharing.

**Governance and Oversight**

- Promote and develop a deep understanding of organisational policy and regulations.
- Manage quality and regulatory audit process.
- Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
- Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
- Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.
- Ensure a safe and secure work environment; take responsibility for health and safety considerations through the completion and implementation of risk assessments.

**Planning and Organisation**

- Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
- Significant input to long term strategic planning.
- Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.
### Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<td>Excellent knowledge of digital scholarship, digital skills and digital library sphere and the role of the library within these.</td>
<td>Essential</td>
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<td>Extensive knowledge and understanding of the changing HE environment, especially the role of digital technologies and the impact on scholarship, teaching and learning</td>
<td>Essential</td>
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<td>Extensive knowledge and understanding of how to provide and make accessible resources and collections including library and archival collections online.</td>
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<td>A strong commitment to the aims and methods of teaching, research and scholarship and the role of Libraries and Archives within the cycle of scholarship.</td>
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<td>Highly competent in managing and guiding a large number of projects under multiple programmes to ensure sustained progress and success</td>
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<td>Ability to write clearly, concisely and persuasively, for project updates, business cases, reports and publications. Excellent ability to communicate and present complex topics to a varied audience.</td>
<td>Essential</td>
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<td>Ability to work under pressure, to find innovative and practical solutions to problems; to take decisions; to involve all members of the team in the delivery of user focussed high quality services.</td>
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<td>Ability to prioritise and to schedule workload in the face of conflicting demands; within resource limitations.</td>
<td>Essential</td>
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<td>Excellent interpersonal skills, including an ability to use tact and diplomacy, as well as influence positively. Ability to develop long-term meaningful relations with stakeholders, both within and outside of the organisation</td>
<td>Essential</td>
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### Qualifications:

- Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#)). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.  
  
- A professional qualification in library, information science, archives or museum studies or similar.  

### Skills - demonstrates the ability to:

- Lead people - providing vision, motivation, inspiration and direction  
  
- Lead large-scale projects
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
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<td>Communicate to engage and influence others</td>
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**Behaviours:**

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<td>Works collaboratively with others</td>
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<td>Delivers a quality service</td>
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<td>Develops self and others</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
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<td>Identifies and implements continuous improvement</td>
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