![Aston University Birmingham UK logo]

Head of Content and Digital Transformation

OPPORTUNITY
Where change gets real.

Aston University

Reference: 0631-25

Grade: Grade 09

Salary: £47,839 to £56,535 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

This role will be responsible for the management and development of library content and the future of the library digital environment. The role will be a proactive member of the library's management team as well as providing strategic leadership for the digital transformation of Library services and user experience. The postholder will provide leadership for the Library's Content and Discovery team who manage the acquisition, licencing, and discovery and access to library content. The role has operational management of resource budget, leads on best practice in sourcing materials, and maintains strategic oversight of license agreements relating to content and systems.

Main Duties/Responsibilities

- Manage the development, implementation and evaluation of processes and policies for acquiring, describing, and providing access to library content ensuring maximum visibility and access for users

- Development and optimization of systems and platforms that support education and research.

- Manage the library content and digital systems funds to ensure value for money and return on investment in line with financial requirements and procurement policies, monitoring spend and preparing forecasts as required

- Develop and maintain an expert understanding of the publishing environment, library supply and licensing, identifying trends and developments of significance in the provision of library content, communicating developments and making recommendations to library colleagues and other stakeholders

- Lead the development of discovery and access to library content and digital environments, taking a user-led approach to systems.

- Provide operational analysis and benchmarking, evaluating data and evidence to inform service developments, business cases, and budget planning

- Bring expert knowledge to the strategic development of library services, informing the library senior team of trends and opportunities in content and digital transformation, and contribute to strategic planning in collaboration with library service leads.

- Oversee data protection and data governance policies and practices for library content and systems

Relationship management and communication

- Manage and develop positive relationships with a wide range of suppliers and publishers, and participate actively in collaborative procurement consortia to ensure best value in spend on library content, and to

- ► influence the market through tenders

- ► Build strong collaborative links with university colleagues and partners principally within Finance, Procurement, and Digital Services to deliver University initiatives and projects

- ► Work collaboratively with Library service leads on the development of library content, the library website and discovery tools to ensure they meet the evolving educational and research needs of users

- ► Develop and maintain an external network with library content and discovery colleagues and practitioners, adopting and contributing to best practice in the sector, and representing Aston in external forums as appropriate

Management

- ► Manage and motivate the Content and Discovery team, including effective line management, appraisal and professional development, and empowering and developing staff through periods of change

- ► Develop and monitor service plans and priorities, set objectives and report on service standards and performance targets as required

- ► Be an active member of the library's management team contributing to the annual planning and review of Library services, business continuity, and ongoing service development

- ► Initiate and lead on projects leading cross-library teams and implementing recommendations as appropriate

- ► To undertake any other tasks as may be designated by the Director of Library Services

Additional responsibilities

- ► Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ► Ensure and promote the personal health, safety and wellbeing of staff and students.
- ► Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ► Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	▶ Education to degree level, or equivalent qualifications or experience ▶ Postgraduate qualification in librarianship information studies or comparable profession or equivalent experience	Application form
Experience	▶ Experience of working in an academic library or information service ▶ Experience of the management of information resources ▶ Experience of working with library management and discovery systems, and digital library platforms ▶ Experience of management or staff supervision	Application form and interview
Aptitude and skills	▶ Demonstrable knowledge of library content provision and the digital library environment ▶ Demonstrable knowledge of the publishing environment and library supply ▶ Awareness of relevant legislation, standards and best practice in the provision of information resources ▶ A user focused approach to the design and delivery of services and a commitment to continuous improvement ▶ Highly collaborative with the ability to relate to a range of stakeholders with diverse backgrounds ▶ Ability to motivate and generate enthusiasm in others ▶ Ability to work accurately with attention to detail	Application form and interview

	Essential	Method of assessment
	▶ Highly organized with the ability to prioritise and schedule workloads in the face of conflicting demands ▶ Excellent oral and written communication, presentation skills ▶ Excellent interpersonal, teamwork, network and influencing skills ▶ Excellent IT, information and data handling skills Able to analyse data ▶ Able to manage budgets	

	Desirable	Method of assessment
Education and qualifications	▶ Membership of CILIP, the Higher Education Academy or a relevant professional body	Application form
Experience	▶ Experience of leading projects Experience of managing budgets Experience of managing library systems	Application form and interview
Aptitude and Skills	▶ Data visualisation skills	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

Innovation
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

Collaboration
We work best when we are collaborative, working together to contribute to the Aston community.

Ambition
We strive together for improvement and innovation looking ahead to see the bigger picture.

Inclusion
We treat everyone in our community equally and how they would like to be treated.

Integrity
We are open, honest and fair. We take ownership of the way we work and how we treat each other.

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23.59pm on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Deborah Munro
Job Title: Deputy Director Library and Learning Services
Email: D.munro@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: Benefits and Rewards | Aston University

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres https://www.gov.uk/tier-2-general

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):
If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette
If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents
There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities
Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

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