University of Edinburgh
Job Description

1. Job Details
   Job title: Digital Library Development Manager
   School/Support Department: Information Services
   Unit (if applicable): Edinburgh University Library, Museums and Galleries (EULMG)
   Line manager: Head, Digital Library Division

2. Job Purpose
   Has responsibility for promoting and pursuing the development of all aspects of EULMG’s Digital Library.
   This post combines a remit for strategy with delivery of new digital library services and enhancements to existing services. The post holder works closely with the Information Systems Manager. As a member of the Division’s Management Team, is also responsible for assisting the Division Head in all areas of the Digital Library Division’s management and strategic development.

3. Main Responsibilities

   1. General Divisional management in order to contribute to Divisional targets (work planning; monitoring against targets; reporting).
      Approx. % of time
      15

   2. Providing a technical leadership role in the design and development of the digital library across EULMG to ensure that a cohesive approach is taken, that it delivers the services required for users and staff, and that it is aware of and prepared to implement appropriate innovations in digital library technology as these appear across the world. Convening and leading the Architecture Forum for digital library and information services, and managing its sub-groups.
      Approx. % of time
      15

   3. Working as required with the Information Systems Manager and other colleagues to improve the University’s digital library environment by specifying new system solutions; piloting and trialling new systems; commissioning new hardware; and installing, configuring and upgrading operating systems and applications.
      Approx. % of time
      15

   4. Contributing significantly to the development of the Scottish Digital Library Consortium by planning new client implementations across the range of products provided; performing installations and upgrades; and providing high-level technical advice to partners.
      Approx. % of time
      15

   5. Leading on evaluations of new products and services, and working with senior managers in procurements of new systems, in order to secure best value for new or replacement systems.
      Approx. % of time
      10

   6. Developing proposals to help secure grant funding for innovative and appropriate research and development projects so that EULMG can develop its own services for the benefit of existing and prospective students and staff.
      Approx. % of time
      10

   7. Project management for both internal and externally-funded projects as required in order to ensure that the value of projects is embedded in library service as far as possible.
      Approx. % of time
      10

   8. Representing the Division within EULMG and Information Services, on relevant external groups, and deputising for the Division Head in order to support EULMG’s strategic objectives
      Approx. % of time
      10

4. Planning and Organising
   Work is based on management priorities agreed with the Head of Division and the Divisional Management Team, with three-year and one-year planning horizons. Work is organised around agreed strategic priorities.
   - Contribute to Divisional strategic workplan.
   - Attend regular Divisional Management Team meetings to discuss priorities and assist with solutions.
   - Attend Divisional Forum meetings to hear and respond to requests from internal EULMG clients.
   - Organise meetings of the Architecture Forum and sub-groups to set priorities and assist planning for the development of the digital library
   - Attend meetings of various IT and information groups across the University to be fully informed about possible impacts on Library service from initiatives elsewhere, and to represent EULMG.

5. Problem Solving
   - Diagnosing and providing responses to problems which have been referred from within EULMG or the Scottish Digital Library Consortium.
   - Working in collaboration with vendors to solve technical problems affecting any area of EULMG or the Scottish Digital Library Consortium.
Developing and testing solutions to technical problems in the digital library test environments.

Working to accommodate the often conflicting needs of EULMG and Scottish Digital Library Consortium users in respect of the scheduling of installations, fixes or upgrades.

Considering optimisations to workflow within business operations, and introducing improvements where possible; making recommendations to senior management where higher-level decision-making is required.

6. Decision Making

- Decisions on when to take action without reference to more senior staff.
- Decisions on recommendations for strategic developments in relation to digital library architecture.
- Decisions on tasks commissioned as part of digital library architecture development, in line with approved strategic development (e.g. changes to direction or timetabling of tasks).
- Decisions on elements required in our test and disaster recovery environments in order to provide for a fully secured service.
- Deciding which queries can be resolved locally, and which need to be referred to vendors.
- Decisions on short-term reprioritisation of tasks within the Divisional or any Sectional workplans in response to urgent problems or requests.
- Decisions on trust in relation to security of systems: when and whom to permit access to secure systems for specific purposes.

7. Key Contacts/Relationships

- Contact with senior managers in EULMG and IS, and other Support Groups.
- Contacts with product vendors and content publishers and agents.
- Contact with users of library services – staff and students.
- Contact with senior staff in equivalent roles in other universities in the UK and overseas.
- Contact with members of the Scottish Digital Library Consortium partner libraries and the Consortium Support Librarian.

8. Knowledge, Skills and Experience Needed for the Job

**Qualifications**

- Good educational background with relevant qualifications and/or appropriate relevant experience.
- Significant level (normally at least 4 years) of library or IT management experience.

**Attributes**

- Calm demeanour, resourcefulness, reliability, commitment, flexibility.
- Strong team player, with a capacity to complete projects independently and collaboratively.
- A willingness to take responsibility and to propose and deliver solutions to difficult problems.
- Positive attitude to work.
- Tact, persuasiveness and assertiveness.

**Skills**

- Strong technical skills: systems analysis and design; systems and database administration.
- Strong communication skills, and an ability to promote innovative services clearly and persuasively both in written communication and verbally.
- Financial management skills.
- Excellent organisational and time management skills.

9. Dimensions

- The Digital Library Division is one of four Divisions within EULMG, alongside Central Library Services, Collections and Academic Liaison.
- The Division consists of four Sections: E-Resources, Information Systems, Digital Library Development and Helpdesk. In addition there are a variable number of externally funded project posts.
- The Division consists of approximately 45 staff.
- The Division provides digital library services and information systems to EULMG’s 200+ staff, and approximately 23,000 members of the University community.

10. Job Context and any other relevant information

This post operates within a fast-moving context, as the internet and digitisation initiatives present opportunities to perform the functions of librarianship in many new ways. To be successful, the post holder must be able to be flexible and open to change. EULMG is proud to claim that it has one of the best resourced digital library teams in the UK, and through this team – and its work in supporting and developing the growing Scottish Digital Library Consortium – it has acquired an international reputation for innovation and excellence. We wish to build upon this reputation with all new appointments.