University of Edinburgh
Job Description

1. Job Details
Job title: Project Manager, Digital Library Projects
School/Support Department: Information Services
Unit (if applicable): Edinburgh University Library, Museums and Galleries (EULMG)
Line manager: Project Director (Member of EULMG senior staff)

2. Job Purpose
This post provides project management to a substantial digital library project, funded separately from core EULMG business either from within the University or from an external grant-awarding body. The project will normally be of national or international significance. It will have a sponsoring agent to which the Project Director is responsible.

3. Main Responsibilities

1. Ensuring that the project makes progress according to its Project Plan by performing project management tasks that include work planning, maintenance of the Project Plan, reporting to sponsoring agent, recruitment, training and budget management. 40
2. Performing a range of administrative tasks, including documentation, marketing and publicity, web site maintenance and meetings administration, in order to regulate the business of the Project. 25
3. Ensuring effective evaluation of the project – both processes and outputs - in order to demonstrate proper use of project funding and to assess impact and potential for further work. 10
4. Convening meetings of Project Board and management groups. Acting as Secretary or Chair as required so that Consortium governance can operate efficiently. 5
5. Financial forecasting and reconciliation of project income and expenditure so that operations run efficiently and strategic planning is facilitated. 5
6. Maintaining communications between the project’s various partners to ensure cohesion of the project programme. Maintaining and enforcing legal agreements between the partners (e.g. Consortium Agreement). 5
7. Representing the project within the national and international academic and other library communities as appropriate, in order to remain up to date with important professional trends worldwide, and contribute the benefit of the project’s experience to the wider profession. 5
8. Ensuring effective dissemination of the work of the project, so that lessons learned and any other outputs can be widely known, assessed and exploited. 5

4. Planning and Organising
Work is based on management priorities agreed with the Project Director, informed by the Project Board, in accordance with the Project Plan.
- Develop and maintain the Project Plan, and ensure that is agreed with the sponsoring agent.
- Arrange and attend meetings of project planning groups – particularly the Board and the Management Group.
- Ensure that all actions of meetings are recorded and followed up.
- Ensure that any project staff are working according to planned priorities (which may be expressed as workpackages).
- Meet regularly with Project Director to discuss progress against the Project Plan.

5. Problem Solving
- Problem diagnosis of issues which occur in relationships between project Partners. Resolution of problems caused by misunderstandings in communication.
- Problem diagnosis of issues which occur in relationships between the project and the sponsoring agent. Resolution of problems caused by misunderstandings in communication.
- Taking action in the event of personnel problems, e.g. poor performance of project staff; staff leaving before the end of their contracts, etc.
• Resolving legal problems which occur with contractual documents, either by proposed solutions, by reference to precedent, or by reference to legal advisors.
• Early notification of project budgetary problems, and resolution by approved virement of funds or other means with approval of Project Director, Management Group or Project Board.
• Referral of problems as appropriate to Project Director, Project Management Group or Project Board.
• Resolution of technical problems within the project.

6. Decision Making
• Decisions on problem referral as appropriate.
• Decisions on project partner relationship management methods, e.g. when a face to face visit is appropriate, or a meeting involving Management Group or Board members.
• Decisions on communication methods within the project: when to try new approaches; when to be assertive about requirements for feedback, etc.
• Decisions on appropriate contingency measures to hold on the basis of a project risk analysis.
• Decisions on recruitment: advertising; post specification; shortlisting; interviewing; appointments.
• Decisions on administrative matters relating to meetings and to visits: hospitality, catering, venues, publicity, etc.
• In conjunction with the Project Director, decisions on aspects of the project scope, and whether realignment may be required while the project is in progress.

7. Key Contacts/Relationships
• Contact with Project Director and other senior staff in Information Services.
• Contact with employers of project staff from other institutions.
• Contact with project stakeholder representatives, including end-users.
• Contact with sponsoring agent.
• Contact with members of Project Board and Project Management Group.

8. Knowledge, Skills and Experience Needed for the Job

Qualifications
• Good educational background with relevant ICT qualifications and/or appropriate relevant experience.
• Significant level (normally at least 3 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 administrative skills.
• 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
• EULMG is firmly committed to participation in digital library projects as a means of learning from innovations, generating new services for its own staff and student users, and promoting itself and the University as a leading institution in this field. EULMG has led or participated in 20-30 externally funded digital library projects over the past 10 years.
• EULMG’s commitment to digital library developments is demonstrated by its growing Digital Library Division (including an Information Systems team) and the fact that 66% of all materials expenditure is now made on digital materials. The Collections Division is also involved in many digitisation initiatives, and Library operations in general are being replanned to adjust to the new business of managing digital materials and infrastructure.

10. Job Context and any other relevant information
This post operates within a fast-moving international 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 alert to innovations and new approaches to learning and research in order to understand the rapidly changing learning, research, social and cultural environments of students and academic staff. Successful
projects also require an awareness of trends and initiatives happening in related areas nationally and internationally.