NUFFIELD COLLEGE

Director of Library Services

JOB DESCRIPTION

Job Title: Director of Library Services
Place of Work: Nuffield College, Oxford, OX1 1NF
Responsible to: Senior Tutor
Hours of Work: Full-time (35 hours per week); applications from candidates who wish to hold the position on a part-time basis would be welcome.
Salary: £45,000-£55,000 per annum (pro-rata if appropriate)
Type of contract: Permanent; an appointment on a fixed-term, secondment basis can also be considered
Probation period: 6 months

Overview of the role

Nuffield College is seeking to appoint a Director of Library Services to lead a team of dedicated, professional librarians and to manage the planning and implementation of the future development of the Library and its services. This is an exciting new role with the potential to have significant impact in the future operation of the Library and its role within the College’s research environment and the University more widely. We are aiming to attract a talented and enthusiastic Library professional who will develop and deliver an integrated strategy for the College’s library services in line with the vision to establish firmly the College Library as one of the best social sciences libraries of its kind.

The ideal candidate will have significant experience of library management, preferably in the academic library sector; demonstrate the ability to deliver positive change and to provide leadership in relation to the changing role of an academic, social sciences library and its spaces and services in a digital age. The post-holder will be committed to continuous improvement of the user experience, to enhancing the Library’s existing support for the College’s research community, and to strengthening operational and strategic links with the University of Oxford’s Bodleian Library services.

Nuffield College is a graduate college within the University of Oxford which was founded in 1937 and specialises in the Social Sciences, particularly Economics, Politics, and Sociology. It aims to be one of the world’s outstanding social science institutions, providing a stimulating research-orientated environment for postgraduate students, research fellows, and senior academics and promoting, according to its Charter, ‘the study by co-operation between academic and non-academic persons of social (including economic and political) problems’.
We admit about 30 students each year to undertake both taught masters courses and doctoral research and have a total student body of about 100. We have a vibrant programme of research and host a series of high profile research projects, including the Centre for Experimental Social Sciences, the Centre for Social Investigation, the Gwilym Gibbon Research Centre in Public Policy and the Nuffield Centre for Applied Macroeconomic Policy. Further information about the College can be found in [www.nuffield.ox.ac.uk](http://www.nuffield.ox.ac.uk).

The Nuffield College Library lies at the heart of the College’s academic activities and as one of the UK’s strongest research libraries in the social sciences aims to provide unparalleled support to the College’s students, researchers, and academics. It hosts a rich collection of references and special collections, and archives that include government publications, historical collections on labour and political history, and extensive Trade Union and Political Party materials, along with a small number of rare or unique publications, and collections of unpublished papers, many relating to individuals or projects associated with Nuffield College. The Library is open shelf and accessible 24 hours a day to all Nuffield College members; during working hours it also admits postgraduate students, researchers and staff from the rest of the University of Oxford, as well as visitors on special request. Further information about the Library can be found in [https://www.nuffield.ox.ac.uk/the-college/library/](https://www.nuffield.ox.ac.uk/the-college/library/).

The Nuffield College Library recently underwent a review of its operations, as part of the College’s programme of periodic departmental reviews. The College, through this review, reiterated its commitment to the Library as a centre of academic activity within the College and as a guardian of the College’s intellectual history and output. The aim of the review was to ensure that, within a rapidly evolving environment for university library provision in the 21st century, our Library remains at the heart of the College’s academic activity and provides state-of-the-art support and resources in response to the changing needs of social sciences research.

**Key duties and responsibilities**

The key duties and responsibilities that the postholder will be expected to fulfill are set out below.

**Strategy and management**

- Lead the ongoing evolution of the College’s Library and its strategy, in conjunction with the College’s Library Committee and the Governing Body and other departments within the College.
- Identify opportunities and work creatively to drive developments in enhancing the College’s library services.
- Develop excellent working relationships with the College’s academics and students to anticipate demand for library services.
- Take responsibility for the operational management of the College Library and its facilities, including management of the Library’s budget in consultation with the Library Committee.
- Monitor and continue to improve library processes, policies, systems and risks, in consultation with the Library Committee and the Governing Body, where appropriate.
- Line manage, lead, and develop the members of the Library staff team.

**Collaboration with the Bodleian Libraries**

- Develop and maintain excellent connections, and opportunities for joint working, with the Bodleian Libraries.
- Work closely with the Bodleian Data Librarian to align library services for data discovery, access, analysis and management.
• Contribute to the Bodleian iSkills workshops in information discovery and scholarly communications.
• Meet termly with the Head of the Bodleian Social Sciences Libraries to discuss areas of mutual interest.
• Participate in relevant committees and working groups within the Bodleian Libraries as and where appropriate.

Collection management
• Develop and implement a new collection evaluation and management policy, reviewing the physical footprint of the Library collection and developing plans for possible reorganization, relocation, and, where appropriate, disposal of material.
• Develop a strategy for digital and online collections, and digitization of special collections and archives, liaising, as appropriate, with other libraries within the collegiate University.
• Oversee the maintenance and continued development of the College’s collection, to ensure this meets the needs of the College’s research community.
• Oversee the resource acquisition and procurement processes.

Research Support Services
• Oversee the strategic development and effective delivery of academic and research support within the Library, including, but not limited to, provision of information skills services, literature searches, and data discovery.
• Develop the College’s strategy in connection with data library services, including the establishment of secure data lab and other resources and facilities supporting social sciences data research.

Library and College Archive
• Oversee the maintenance and preservation of the Library’s historic archive collections and modern political parties and trade union material.
• Oversee the development and implementation of a new archiving policy for the College’s official archives, in accordance with the relevant legislation (general data protection regulation).
• Review and expand the system for the curation of the academic output of the College’s academics.

Committee work
• Represent the Library and its staff on the College’s Library Committee, which meets once a term to discuss matters of policy and long-term strategy (Library Committee is chaired by the Warden and is responsible to Governing Body).
• Represent the College Library on the relevant University and College committees (e.g. Committee of College Librarians).

Communications
• Effectively promote the library and research support services to College members and, where appropriate, external users.
• Oversee the production of online and printed Library resources, ensuring that these meet the needs of College members.
• Represent the College Library as and when required on internal, University-wide, and external groups and professional bodies.
The lists above are not exhaustive, and the post-holder may be asked to undertake other duties as the role of the Library develops further in the future.

Selection criteria

Essential

- An undergraduate degree (or equivalent competence gained through relevant experience).
- A postgraduate qualification in Library or Information Science or equivalent.
- Significant experience of managing a library or information service, preferably within an academic setting.
- Knowledge of the latest developments in library and information management systems, preferably within an academic setting.
- Knowledge and understanding of research support services within an academic setting.
- An understanding of legislation relating to information work, e.g. data protection, copyright, intellectual property.
- Outstanding written and oral communication skills and attention to detail, including the ability to communicate complex material in a coherent way.
- An ability to build strong and productive working relationships with people at all levels.
- The ability to thrive as part of a small team.
- Excellent IT skills, including proven competence at library IT systems, online databases, and other digital resources.
- Evidence of the capacity to think and act creatively and proactively, and to work effectively under her or his own initiative.
- Strong organizational skills, with the ability to prioritise and handle multiple tasks simultaneously while meeting competing deadlines and working to budgets.

Desirable

- A higher degree.
- Strong operational and financial management skills, including human resources and ability to lead a team.
- Experience of change management.
- An interest in social sciences (a degree in social sciences would be an advantage).
- Experience working with archives.
- Experience working within the Higher Education sector and an understanding of strategic issues in a University research environment.

How to Apply

To apply online for this vacancy, please click on the 'Apply' link below. This will take you to the Interfolio Web Recruitment System, where you will need to register for an account (if you have not done so previously) and log in before completing an online application.

For the online application you will be asked to complete an application form and a recruitment monitoring form, and to upload the following documents:
- a **covering letter** which describes the ways in which you meet the selection criteria for the post, as set out above. The letter should indicate whether you are applying for the full-time post or wish to take up the post on a part-time basis.

- a **curriculum vitae (CV)**, which should include the names and postal and email addresses of two referees. We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

**APPLY**

If you have any technical difficulties submitting your online application, please contact Interfolio at help@interfolio.com. For other queries, please contact the Nuffield College HR Department, vacancies@nuffield.ox.ac.uk.

If, for your convenience, you wish to submit a hard-copy application, please contact the Nuffield College HR Department at vacancies@nuffield.ox.ac.uk. Interfolio is a US-based service, and complies with the EU-U.S. Privacy Shield Framework (see [www.interfolio.com/privacy-policy/](http://www.interfolio.com/privacy-policy/)). Information submitted via hard-copy is not processed through Interfolio.

The closing date for receipt of completed applications is **12.00 noon on Wednesday 24th October 2018**. Interviews are likely to take place in the week beginning 12 November 2018.
Summary of Terms and Conditions

The starting salary for this position will be agreed in the range £45,000-£55,000 per annum (pro-rata as appropriate). Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review. The post will be subject to the successful completion of an initial probationary period of six months. Normal hours of work will be agreed with the line manager, but may vary according to operational needs. The postholder will be entitled to 41 days holiday in each complete leave year (inclusive of all public holidays and College closure days).

The Director of Library Services will be enrolled automatically into the University Superannuation Scheme (USS) from the commencement of their employment, unless they decide to opt out. S/he will be entitled to take lunch in College when the kitchens are open at no charge, and will also have access to free tea and coffee. All employees of Nuffield College are eligible to join the Oxford College’s Healthcare Plan; in this case, the College will pay for single membership of the Plan, but the employee may, at her or his own expense, upgrade to partner or family membership. Membership of the Healthcare Scheme is a taxable benefit.

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore require applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Nothing in these particulars constitutes a contract.

Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from women, disabled people and from black or ethnic minority candidates, who are currently underrepresented in posts in the College.