



Bodleian Libraries



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## Job description and selection criteria

<b>Job title</b>	<b>Head of Mathematical, Physical and Life Sciences Libraries</b>
<b>Division</b>	<b>Gardens, Libraries and Museums</b>
<b>Department</b>	<b>Bodleian Libraries</b>
<b>Location</b>	<b>Radcliffe Science Library</b>
<b>Grade and salary</b>	<b>Grade 10</b>
<b>Hours</b>	<b>Full time (37.5 hours per week or such as are reasonably required to carry out your duties to the satisfaction of your head of department)</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Deputy Librarian, Bodleian Libraries</b>

## **Job description**

### **Overview of the role**

To lead library provision for the Mathematical, Physical and Life Sciences Division, identifying and responding to research, teaching and engagement needs and to lead and manage staff and resources.

### **Responsibilities/duties**

#### ***Strategy***

1. Identify the information and data needs of the Mathematical, Physical and Life Sciences Division and develop strategies to meet those needs.
2. Understand the uses, benefits and challenges of data in scientific research and provide advice, advocacy and services to researchers in managing, preserving, sharing and re-using data.
3. Promote awareness of library services, collection resources, and developments in data science and information management and how these can deliver improvements in the areas of teaching, research and scholarly communication.
4. Encourage and foster climate of innovation in the use of the physical library spaces.
5. Develop and deliver a wide range of traditional and innovative library services online, including the creation of web-based online support materials and the integration of library resources into the teaching and research activities of the University.
6. Provide subject-related consultation and user education, including the use of innovative online communications tools that best facilitate users' work.
7. Set the direction for the selection of traditional and electronic resources to meet the information needs of users.

#### ***Collaboration and Coordination***

8. Lead delivery of subject-related consultation and user education, including the use of innovative online communications tools that best facilitate users' work.
9. Work with the Bodleian Data Librarian and other colleagues inside and outside the Libraries to discover and monitor the requirements for data access and use by researchers in the Division.
10. Work with the Bodleian Data Librarian and other colleagues inside and outside the Libraries to assess, develop or re-engineer services to support effective research data management as appropriate for the Division.
11. Cultivate and maintain strong relationships with academics, researchers and students.
12. Collaborate with heads of subject areas, the Research and Learning Support Team, and others in developing and coordinating services, initiating projects, and implementing programmes.
13. Collaborate with researchers on appropriate projects, including grants.

14. Contribute to the profession, nationally and internationally, through activities in library, education, and relevant subject associations and publications.

### **Staff Management**

15. Provide leadership to and management of staff employed in the Mathematical, Physical and Life Sciences Libraries consistent with the policies and procedures of University and Bodleian Libraries Human Resources.
16. Build up and value expertise in data science and develop subject librarians involvement in supporting data-intensive communities both in the Library and in science laboratories and departments.
17. Take part in the annual review process.

### **Collections**

18. Maintain and develop provision of, and access to, the mathematical, physical and life sciences collections of the University, both in print and electronic format.
19. Monitor the development of user-focused policies and procedures for public and access services.

### **Finance**

20. Provide financial budgeting in the Mathematical, Physical and Life Sciences Libraries to achieve the best value for money by the most efficient deployment of staff and the optimum use of resources.

### **Other**

21. Ensure that the equal opportunity and accessibility policies of the University are met for staff and readers.
22. Contribute to the fiscal advancement of library goals through fundraising and development of grant proposals to foundations and other bodies.
23. Ensure that the health and safety policies of the University are adhered to by the Mathematical, Physical and Life Sciences Libraries.
24. Comply with the policies and procedures set out in the *Handbook for Academic Related Staff*.
25. Any other duties that may be required from time to time commensurate with the grade of the job and in consultation with the post holder.

## **Selection criteria**

### **Essential**

1. A good degree and a relevant postgraduate qualification
2. Knowledge of data science and scholarly communication patterns in sciences
3. Knowledge of the information and institutional support needs of science researchers
4. Proven commitment to delivery of services which anticipate and respond to user needs
5. Ability to stimulate innovation and creativity in new service initiatives
6. Proven ability to develop effective strategies for integration of digital knowledge resources into research, and educational workflow

7. Ability to manage across-library functions in a large devolved organisation effectively, including highly developed planning and decision-making skills
8. Strong interpersonal and communication skills
9. Proven ability to lead, manage, and develop a diverse staff
10. Ability to initiate and manage change and a demonstrable record of dealing successfully with organisational change
11. Team player with the ability to work collaboratively, who can also demonstrate individual initiative
12. Ability to represent the Bodleian Libraries locally, nationally, and internationally through committees, papers, and presentations
13. Substantial experience of financial management
14. Sensitivity to wider organisational priorities and needs

***Desirable***

1. Degree in a science subject
2. Formal qualification or training in data science, data librarianship or data management
3. Experience of leading relevant service functions successfully