



**Assistant Director of Library Services (Technical & Digital)**

**Post Reference: NU4626**

**Salary Scale: £ 44,746 - £ 50,253 per annum [INSERT]**

**Vice-Chancellor**  
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,  
West Midlands, B32 3NT.

# Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately

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designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## Job Description

**Job Title** Assistant Director of Library Services (Technical & Digital)

**Grade:** Grade 8

**Salary:** £44,746 – £50,253 per annum

**Hours:** Full time (37 hours per week)

**Department:** Library Services

**Reporting to** Director of Library Services

### **Purpose of Post:**

The Assistant Director of Library Services (Technical & Digital) provides leadership, direction, development and coordination for the various services comprising the Library Technical and Digital Services Team in order to support the University's teaching, learning and research strategies.

This involves:

- setting the overall policy and standards for the Team, in consultation with the Director of Library and Learning Projects (DLP)
- recruiting, managing and developing the Team
- responsibility for co-ordinating policy development, compliance with standards and the development of effective operational processes to deliver successful services

As a member of the Library Leadership Team the post will play a key role in strategic planning and development of the whole library service and will deputise for the DLP as appropriate.

### **The Library Service Support Team.**

The Team provides the following services:

- Acquisitions – books, journals and e-resources
- Cataloguing and metadata
- Management of the e-resources lifecycle
- Research repository and transition to open access
- Library systems development and support, including Library Management System, RFID, Library website and associated functions etc.
- Scanning and digitisation services
- Statistics
- Circulation support

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- Interlibrary loans
- Library Administrative support

Of these areas, the Assistant Director of Library Services (Technical & Digital) has personal responsibility for:

- acquisitions negotiation
- procurement management
- institutional representation for relevant purchasing consortia
- supplier relationships at account manager level
- escalated issues requiring a high level of understanding of licensing matters and coordinating breach responses
- ensuring compliance with regulatory requirements
- coordinating strategic developments in library systems
- escalated issues requiring high level of understanding of publishing, supply and technical environments
- escalated issues requiring a high level of judgement and discretion

### **1. Main responsibilities:**

#### A. TEAM LEADERSHIP

1. Set the overall policy and standards for the Library Service Support Team, establishing and communicating a clear vision of the team's purpose and encouraging team members to contribute to this goal.
2. Line management of the Library Service Support Team, to include:
  - recruitment
  - development – induction, probation reviews and appraisals. Identifying on-going training needs, providing training where appropriate, auditing and reviewing such training and recommending actions to the DLP
  - setting performance targets and managing performance of team members
  - planning, prioritising and organising the work of the team, delegating on-going responsibilities as appropriate
3. Develop a wide-ranging understanding of the University and its operations to inform priorities and judgements.
4. In accordance with the University's Information Security Policy, the post holder will be dealing with 'highly restricted information' as part of their duties
5. As a manager the post holder has a responsibility to ensure that policies and procedures are followed and that staff receive appropriate induction, training and support, that absence is managed and recorded and that their direct reports receive an annual appraisal

B. OTHER MAIN DUTIES

6. Ensure the library's electronic resources and systems deliver effective services to students and staff, enabling the delivery of the University's strategies.
7. Ensure the effective deployment of existing and emerging technologies to support and develop library services, working closely with other University departments to ensure inter-operability and effective information flows between library systems and other systems in use within the University.
8. Develop and maintain a high level of understanding of library systems and technologies in order to provide policy guidance to the DLP.
9. Oversee the analysis and re-engineering of existing Library processes to improve efficiency and to introduce new technologies or implement new workflows and working processes as appropriate.
10. Obtain best value for the University by ensuring appropriate procurement processes are completed, including tenders for high value equipment and the purchase of library related services, maintaining awareness of and participating in relevant national or consortial deals, and by negotiating directly with suppliers and publishers as necessary.
11. Develop and maintain robust and cost-effective procurement processes to ensure the effective supply of materials and resources to support the teaching and learning requirements of the University.
12. Manage relationships with suppliers of library systems and services in order to achieve the highest possible service levels.
13. Ensure that contract information is recorded appropriately and taken through the relevant University processes; manage compliance with licensing terms and processes for any breaches with external suppliers and students and staff
14. Act as a Data Protection Champion for the Library
15. Compile and analyse financial data to assist the DLP in managing and monitoring the annual budget, by overseeing the administration of financial, accounting and management information for the non-staffing elements of the Library budgets.
16. Develop and maintain a high level of understanding of the publishing, supply and technical environment in order to resolve problems and queries arising from acquisitions and e-resources activity and to provide policy guidance to the DLP.
17. Shape, develop and manage the range of e-resources provided, including preparation of financial planning bids for appropriate resources and negotiation of funding with University budget holders.
18. In collaboration with the Assistant Director of Library Services (Engagement & Experience) and DLP, to ensure appropriate coverage of e-resources across subject areas and provide reliable information to library and academic staff, to inform purchase and renewal decisions.

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19. Co-ordinate the collection and exchange of accurate statistical data required to ensure institutional benchmarking, management information and FOI requests relevant to the library services, and ensuring robust processes are in place to monitor and assess the quality of electronic library services to inform service provision and improvements.
  20. Ensure the delivery of an effective institutional research repository and services related to open access publishing and research data management, including compliance with the open access requirements of research bodies (including UKRI)
  21. Support the DLP and the University's Research Committee with the development of appropriate repository, research data management and open access publishing policies and take the lead on implications for Library policy
  22. Ensure that appropriate systems and work processes are in place to provide scanning and digitisation services which comply with licencing and regulatory requirements and meet the needs of students and academic staff.
  23. Ensure effective administrative support for Library operations and finances.
  24. Develop and maintain close links with other Professional Services departments in the University, e.g. IT & Digital Services, Finance, Research, to ensure the delivery of an excellent experience of library services and to achieve the University's strategic plans.
  25. Deputise for the DLP internally or externally as and when appropriate.
  26. Contribute to the smooth and effective functioning of the library by close collaboration with colleagues across the library team at all levels.
  27. Contribute to library strategy, planning and processes, including formal assessment of risks and impacts.
  28. Contribute to external committees and networks as appropriate
  29. Build and maintain awareness of relevant professional issues in the library sector, which may impact on the library service and to either ensure that these are acted upon or drawn to the attention of the DLP as appropriate
  30. Undertake any other appropriate tasks as they arise and as delegated by the DLP.
- *For all staff the place of work is Birmingham Newman University. Please note that this role requires the role holder to work predominately on campus*

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post

holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- As the post holder line manages staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

### **3. General Terms**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

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- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
<b>Educational Qualifications and Training</b>	A professional qualification in librarianship, information management, or information science <b>or</b> equivalent extensive professional experience	Application	A relevant post graduate qualification  Chartered or full member of a relevant professional body (such as CILIP)	Application  Application
<b>Relevant work experience and/or knowledge</b>	<p>Sufficient understanding of the overall issues, technologies and strategies affecting the Team to provide leadership and direction of these areas within the Library, and to contribute effectively as required regionally and nationally, demonstrating existing competence in <b>at least three</b> of the following areas:</p> <ul style="list-style-type: none"> <li>• Selection, procurement, acquisition and management of information resources (including engagement with changes to funding models and methods of supply)</li> <li>• Scholarly communications (the nature and practice of academic publication and the dissemination of research findings)</li> <li>• Open Access publishing and sector pressures towards Open Research</li> <li>• Recommending, implementing, managing or taking responsibility for specialist library systems, such as library management systems, RFID self-service and other tools, resource discovery and link resolvers.</li> <li>• Resource sharing through cooperation (Interlibrary loans, reciprocal membership schemes etc.)</li> <li>• Conducting or evaluating procurement tenders</li> <li>• Supporting compliance with regulatory requirements, such as data protection, systems accessibility or contract and licence terms</li> <li>• Maintaining supplier relationships at account manager level</li> <li>• Experience of managing projects involving library systems, acquisitions, e-resources, repositories or digitisation</li> </ul>	Application/ interview	Experience of working in a higher education institution	Application/ interview

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
	<p>Knowledge and understanding of the HE environment and current developments in the delivery of library and information services for education and research</p> <p>Demonstrated competence in line management - including experience of staff management, performance management and prioritising competing workloads</p> <p>Demonstrated success in leading and managing projects</p> <p>Experience of managerial leadership, normally achieved in a library environment</p> <p>Experience of developing services in collaboration and negotiation with institutional stakeholders</p>	<p>Interview/ task</p> <p>Interview/ task</p> <p>Application/ interview</p> <p>Application/ interview</p> <p>Application/ interview</p>		
<b>Relevant and/or Specific skills required</b>	<p>Confidence and diplomacy in dealing with incidents at all levels of service delivery</p> <p>Confident and competent to deliver training or discussion sessions to groups in a range of professional contexts</p> <p>Ability to produce management reports to interpret data, analyse results and make effective recommendations</p> <p>Strong competence in the use of standard office software, especially MS Excel.</p> <p>Effective negotiation skills</p>	<p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p>		
<b>Personal qualities and attributes</b>	<p>Able to motivate, lead and develop staff to deliver a positive and effective service</p> <p>Able to assume a leadership role, being able to motivate, encourage and delegate whilst taking the lead</p> <p>High level of professional judgement and diplomacy</p> <p>Good level of self-dependency and self-motivation</p> <p>Must be able to work effectively in accordance with the University's values and commitment to inclusive practice</p>	<p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p>		

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Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
	<p>Commitment to working positively with students and colleagues and engaging with them as full partners in service development</p> <p>Anticipating and embracing the need for change, development and the emergence of new ideas and services</p> <p>Confident and competent in learning new systems and software</p>	<p>Interview/ task</p> <p>Interview/ task</p> <p>Interview/ task</p>		

## **General Terms & Conditions of Employment**

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 8 £44,746 - £ 50,253 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### **Disclosure and Barring Service**

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### **Pension and Auto Enrolment**

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

### **Staff Benefits**

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

### **Procedure for Application**

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

**Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

**Closing date for applications: 16 July 2026**

**Interviews will take place on 25 August 2026**

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**Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)