

About the role

SCONUL, the professional association for academic and research libraries in the UK and Ireland, is seeking a Deputy Director, to work closely with the Executive Director and the Board on all aspects of SCONUL's work. They will play an important role in developing and delivering the SCONUL strategy, liaising closely with our members to ensure that all we do is informed by their needs and aspirations.

The new Deputy Director should have (or develop) a thorough understanding of the policy and financial environments governing SCONUL members and will act as an advocate for the needs of members libraries alongside the Board, Executive Director and the chairs of our working groups. This will include representing SCONUL on external working groups. More broadly, they will be an ambassador for SCONUL, working closely with peer consortia across the library sector and HE across the nations and regions that SCONUL represents, and with our international partners.

They will lead on the delivery of two important SCONUL services; the SCONUL Access Scheme and our benchmarking statistics and will work closely with the SCONUL team on the development and delivery of the suite of services we offer to members.

This is an exciting role that will allow the successful candidate to help shape the future of academic and research libraries in the UK and Ireland, operating on the national stage to advocate for the value and needs of member libraries, working closely with our members at a senior level. Responsibilities include running two national services, providing scope to develop others using your creativity and entrepreneurship skills.

This is a full-time, permanent post. Excellent benefits are offered that include 30-day holiday allowance, defined benefit pension scheme (USS or SAUL), support with learning and development and season ticket loan after probation.

SCONUL is committed to fostering greater diversity in the library community and has an active programme promoting equity, diversity and inclusion across our member libraries. The same applies to the SCONUL office team and we welcome applications from people of all backgrounds, particularly encouraging applications from the global majority.

Salary: Between £59,500 and £65,000.

Employer: SCONUL (The Society of College, National and University Libraries)
94 Euston Street, London NW1 2HA

Contract: The Deputy Director post is a permanent, full-time position following a six-month probationary period.

Location: This post is based one to two days a week at SCONUL's London office with the remainder of the time working from home. It will also involve occasional travel to other sites.

References: Appointment is subject to receipt of satisfactory references.

About SCONUL

The Society of College, National and University Libraries (SCONUL) is the professional association representing all university libraries in the UK and many in Ireland, as well as national libraries and other research and specialist libraries.

SCONUL members are the academic and research libraries themselves, with the leaders of the library services making up the Executive Board which is responsible for governance and for setting the strategy for the organisation. SCONUL also has working groups which help ensure that our community is informed about, and engaged with, the major issues and challenges facing the sector. SCONUL's strength is our members commitment to and engagement with the sector and this makes for a warm, welcoming and supportive working environment.

Our role is to support our members through providing a range of services; virtual and face-to-face events and by sharing information. We promote awareness of the good work that libraries do in supporting research excellence and student achievement and employability. We represent their views and interests to government, funders and other stakeholders. We also help academic libraries collaborate to deliver services efficiently, including through shared services, and to share knowledge and best practice.

SCONUL runs a suite of services for members, including the SCONUL Access Scheme which allows students to use the libraries of member universities across the UK and the events programme which SCONUL provides for its members.

For more information about the organisation, please see our [website](#).

Job description

Reporting to the Executive Director and working closely with the Project Manager and SCONUL Co-ordinator, the successful candidate will be responsible for:

Strategic planning:

- Working closely with the Director and the Board to support the development and delivery of the SCONUL Strategy and operational planning, taking account of the vision, values and aspirations of the organisation and the developing needs of members.
- To keep up to date with library sector and relevant public policy developments and to share intelligence and insights with the SCONUL team, ensuring that our events programme, services and project planning are informed by this intelligence.
- To draft papers for, and contribute to discussions at, SCONUL Board meetings, and to support the SCONUL Co-ordinator in the development of Board agendas and minutes

Strategy and service delivery:

- To contribute to strategic groups and to provide high level support to ensure they respond effectively and in a timely manner to policy and other relevant external developments, and to formal consultations.
- To guide discussions at strategic groups and to shape plans and proposals so that they are in line with strategic objectives and resources.
- To work with the Executive Director and office team to ensure the effective delivery and development of a set of high quality, cost-effective services to SCONUL's members.
- To lead on the delivery of the SCONUL Access Scheme and benchmarking Statistics.
- To engage and consult with SCONUL members including as a member of relevant working groups, to ensure that services remain high quality and fit for purpose, and to identify and undertake development of new initiatives as required.

Communications:

- To provide intelligence to members regarding developments in academic libraries through effective and appropriate use of various media (e.g. the website, briefing papers, events, etc).

- To use the full range of communication tools and routes available to ensure that members are informed on SCONUL's activities, are consulted where appropriate and are equipped to benefit fully from SCONUL's work on their behalf.

Advocacy and external partnerships:

- To represent SCONUL at external meetings and events and to deputise for the Executive Director as appropriate.
- To contribute to the positive profile of SCONUL among its members and beyond, through liaison with regional groups and other external partners nationally and internationally, promoting SCONUL interests.

Financial and business planning:

- Working with the Executive Director, SCONUL Co-ordinator and Project Manager to explore and support income-generating activity, including recruiting new members and attracting sponsors.

Line management:

- To line manage the Team Administrator.

Skills and experience required

The ideal candidate will relish the opportunity of working as part of a small dynamic team and be an outgoing, flexible individual with a can-do attitude who enjoys engaging with members.

Essential:

- Good interpersonal skills, including effective listening, tact, diplomacy and confidentiality.
- Flexible with a can-do attitude.
- Demonstrable track record in project management and delivery.
- High level IT and numeracy skills.
- Excellent written and visual presentation skills.
- Ability to analyse complex issues and be able to communicate them effectively.

- A keen sense of customer service.
- Ability to communicate effectively with people at all levels.
- Ability to work flexibly and to adapt to the requirements of a small team.
- Ability to take appropriate initiative and work autonomously.
- Highly organised and able to prioritise effectively.
- Good influencing skills.

Desirable:

- Experience of having worked in an academic or public library environment.
- Expertise of website development and / or management.
- Proficient in the use of IT, specifically in the use of effective use social media.

How to apply:

Please send a CV and covering letter to Ann Rossiter, Executive Director of SCONUL, 94 Euston Street, London NW1 2HA or ann.rossiter@scnul.ac.uk by close of play on Tuesday 6 May. The letter should explain why you believe you have the skills and experience to fulfil this role.

For further information about the role and a confidential discussion, please contact Ann Rossiter at ann.rossiter@scnul.ac.uk or Libby Homer, SCONUL Co-chair, at libby.homer@aru.ac.uk.

Interviews will be held on 21 and 22 May. The interview panel will consist of a SCONUL Officer, Ann Rossiter, Executive Director and SitMui Ng, SCONUL Coordinator.