



JOB PROFILE

SECTION 1

Job title:	Chief Librarian
Post number:	3457
Grade:	Director
Role group:	Strategic Leader
Division:	Collections
Reports to:	Chief Executive
Location:	London or Boston Spa
Date:	December 2017

SECTION 2

Job purpose:

To play a full corporate leadership role in the pan-Library decision-making responsibilities of the BL Executive Leadership Team, with specific authority to ensure that the Library's role in collecting, preserving and interpreting its collections and the needs and interests of our diverse audiences and stakeholders are fully considered and reflected in the Library's strategy and delivery, and lead the development of collection-related policies across the Library

To act as professional and managerial lead for the Collections Group, currently comprising Collections Management, Digital Scholarship, Research Services, Qatar Foundation BL Partnership, Collection and Curation, HE, Culture and Learning, Business Audiences, , International Office and Intellectual Property.

To lead and develop the Library's international strategy and cultural diplomacy.

To sponsor and lead strategic programmes to support the Corporate Strategy.

Resources managed

Staffing

Direct reports: 10

Total staffing complement c790 fte

Budgets

Salaries £22.5m

Non Salaries - £20m

Income - £1m

Key areas of responsibility

Corporate

- Act as the Library's key voice internally and externally on all matters relating to its role as an institution of curatorial and scholarly excellence, its audiences, external stakeholders and business development opportunities
- To ensure that corporate strategy development balances the needs of today's users with the Library's long-term collecting and custodianship role
- Play a full role as a member of the Executive Leadership Team, working in close partnership with other Chief Officers to set the strategic direction of the organisation and take key decisions
- Champion a culture of collaboration, matrix working and strong project management
- Enable the BL to be more outward looking and integrated with appropriate global networks, while ensuring that the Library relates more closely to customers and users, and engages constructively and imaginatively with its main stakeholders
- Exercise corporate responsibility for the management of the Library's finances, risk and contribution to strategy
- Provides assurance and professional advice to the Board on all matters relating to the Collections Group and on Major Programmes
- To lead on the national and international platform on all current and future matters relating to collection, preservation and curatorial issues

Group

- Lead the development of a world-class collection based on the BL's content strategy, appropriately preserved and secure, and which exploits the skills of our staff and new advancements in technology for storage, description and access
- Lead the Library's strategy for developing innovative services working in partnership with Operations Division and external partners
- Develop a strategic approach to Collections programme of engagement with Higher Education, Non-Governmental Organisations, etc. ensuring that the Library's interests are appropriately represented on appropriate external committees and boards
- Performance manage the Collections portfolio, ensuring that appropriate targets are set for operational and financial delivery, and that processes are in place to measure and monitor performance against targets, to deliver across a range of different services for different audiences
- Acting as the senior British Library user on policy and content priorities for non-print legal deposit

International

- Lead the further development of the Library's International Strategies, developing partnership models for access to online content
- Ensure Collections plays a leading role in the development of the Library's international strategy and in implementing its key priorities

Digital Scholarship

- Ensure that digital scholarship becomes firmly embedded in the working culture of Collections, including refining the Library's own collections digitisation programme and developing a strategic programme of initiatives in partnerships with external bodies in the library, HE and private sectors

Culture & Learning

- Oversee the development and implementation of the strategy and proposition for public and learning audiences working with the Head of Culture and Learning and Head of Strategy Development.
- Deliver an effective public programme of exhibitions and events that builds the reach and impact of the Library's collections and expertise and increases its reputation as a cultural institution of national and international stature
- Support the public programme with learning events and activities, physical and online that inspires and educates audiences who would not otherwise experience the Library's content and services. Specifically work with teachers and young people to engage them with our collections.

Business Audiences

- Oversee the development and implementation of strategy for the business, including the creative industries, working with the Head of Strategy Development.
- Have overall responsibility for management and co-ordination of the BIPC public library network.

HE

- To ensure the Library has in place an engagement and partnership strategy for the Higher Education Sector.

Management

- Lead and develop a high-performing and effective management team who are passionate about quality of service, focused on strategic and key issues and encouraging working across service boundaries wherever appropriate for the most cost effective delivery of objectives
- Work to ensure that collaborative working across service boundaries is seen as the norm, not the exception, at all levels.
- To be accountable for the preparation, management and monitoring of the revenue, capital and salary budgets and achievement of both corporate and service-focused KPIs
- Develop clear service strategies for each of the services, reflecting best practice within and outside the Library and information community
- Lead cross-service corporate projects with major portfolio, service and operational aspects
- Expected to demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, in own or other divisions to support the delivery of the Library's services as required by the Chief Executive

Minimum requirements (essential)

- Proven high-level national/international reputation in the research library, academic or other relevant professional field, with an appreciation of the changing nature of research and scholarly communication.
- Effective leader and influencer.
- Action and results orientated.
- Creative, critical and strategic thinker.
- Comfortable with and experience of matrix and collaborative working.
- Ability to communicate, engage and persuade at the highest levels across a broad range of stakeholders.
- Commercially minded but able to identify with a non-commercial bottom line
- Excellent communication and presentation skills.
- Political sensitivity and the ability to achieve progress in a complex political organisation.
- Awareness of and ability to develop strategy under publicly funded, philanthropic and commercial business models.
- Degree and/or relevant professional qualification.
- **Minimum requirements (desirable)**
- Professional membership of CILIP or equivalent

Role Competencies – STRATEGIC LEADER

<p>Personal and professional impact</p> <p>Is aware of individual and team strengths / blind spots. Uses these insights to build effective and productive working relationships. Applies insights knowingly, willingly and intelligently for maximum impact</p>	✓
<p>Leading change</p> <p>Effectively leads change and manages organisational transitions. Manages uncertainty and ambiguity. Remains calm, focused and communicates difficult messages positively and engagingly. Shows adaptability, flexibility and ownership for delivering results</p>	✓
<p>Creativity and innovation</p> <p>Creative and innovative in developing services and products based on the needs of customers, users and different stakeholder groups</p>	✓
<p>Business and commercial acumen</p> <p>Expands the organisation's repertoire of business skills, especially commercial ability and expertise. Is aware of the financial impact and implications of decisions and actions on the part of both self and team</p>	✓
<p>Managing and developing people</p> <p>Leads, manages, motivates and develops individuals and teams. Focuses on managing performance to create a high-performance working culture</p>	✓

<p>Sharing knowledge and learning</p> <p>Works collaboratively across the organisation to generate, capture and share knowledge, information and learning</p>	✓
<p>Influencing and persuading</p> <p>Influences, persuades and promotes the organisation's work internally and externally with a range of stakeholder groups. Responds carefully and credibly to difficult questions, situations and scenarios</p>	✓

British Library Values

- Put users at the heart of everything we do
- Listen, innovate and adapt to a changing world
- Treat everyone with respect and compassion
- Embrace equality, fairness and diversity
- Act with openness and honesty
- Collaborate to do more than we could by ourselves