

JOB SUMMARY

Research Libraries UK (<http://www.rluk.ac.uk>) is a consortium of 29 large, university, national and other significant research libraries based in the UK and Ireland (a list of members can be found on the website). Our mission is to work with our members and with our partners, nationally and internationally, to shape and to realise the vision of the modern research library, and in 2007 we adopted a new strategic plan to take us forward towards realising our vision that the UK should have the best research library support in the world. RLUK is building on the collaborative achievements of our previous existence as CURL (the Consortium of Research Libraries in the British Isles) to take forward a wider and more comprehensive agenda focused on the potential of national and international partnerships, engagement with the wider community within RLUK libraries, and securing the benefits of collaboration for our member institutions.

A leadership role

The Executive Director provides strategic leadership for Research Libraries UK on the development and implementation of the Consortium's strategic agenda. They are a full and equal member of the RLUK Board and work closely with the Chair in taking the agenda forward. This is a high-profile, influential role, both nationally and internationally, with the remit to sustain the key role of RLUK as a leading player in the UK's research library arena, and to maintain and develop effective relationships with individuals and organisations across the sector in pursuit of our strategy.

The Executive Director has a vital role in promoting effective communication both within the Consortium and with our external partners and stakeholders, developing relationships across the sector. As Company Secretary they will ensure compliance with all legislation relating to limited companies and registered charities, and work closely with the Honorary Treasurer to ensure effective financial management and value for money for the Consortium's finances, which currently stand at around £950K.

This is a high profile post demanding excellent skills in the areas of strategic thinking, policy formulation and communication and advocacy.

Working context

The Executive Director plays a leading role in the work of RLUK, interacting with a wide range of people and organisations, ranging from senior university librarians and university staff within member institutions, funders, agencies, government bodies and international partners, to members of similar organisations and consortia throughout the world. RLUK has adopted a flexible approach to implementing strategy, combining executive leadership with a high degree of engagement with partners, joint working groups, focused think tanks and project based collaborations, and the Executive Director has a key role in facilitating and sustaining this approach.

RLUK has a strongly collaborative culture, and we seek to listen to our members and represent their views. We are committed to good practice and building the capacity of our staff to promote change in a fast moving and exciting time for research libraries. We seek to provide leadership in all areas where our contribution can gain most value for the community. To achieve these ends the Executive Director must be an excellent advocate and communicator, and be visible to the community in their lead role.

RLUK has an active agenda of change and has achieved a huge amount under the auspices of its first Executive Director, and is now poised to take its strategic agenda forward as outlined in our strategic plan, the Power of Knowledge (<http://www.rluk.ac.uk/node/480>).

Responsibilities

1. Lead strategic planning and development, contributing to strategic thinking, managing implementation of the Strategic Plan and monitoring progress to the key deliverables agreed by the Board and the membership.
2. Influence, involve and sustain participation of Consortium members and colleagues in the wider national and international professional arena, taking into account the political and other external factors that may impact on the environment in which members are operating.
3. Manage effective communication with member representatives and their library staff on all matters of Consortium-related business, exploiting web and other media.
4. Pursue a flexible plan for engagement with existing and potential stakeholders, partners and strategic allies, national and international, whose interests and strategic directions fit with RLUK and translate into initiatives to take forward the strategic agenda.
5. Assess and monitor closely national and international developments and trends of strategic importance to RLUK e.g. open access publishing, digital archiving, e-research, and to advise the Board and the membership on implications for the organisation.
6. Develop strategic marketing and communications plans for RLUK, manage their implementation, and monitor progress.
7. Manage the financial framework and accountability of the Consortium, working with the Honorary Treasurer.
8. Support the development of the organisation's strategy for raising additional funding from grant applications etc., and ensure its implementation.

9. Ensure the efficient running of the RLUK Secretariat (currently 2 members of staff one in London and one in Birmingham) and review capacity and resource needs to ensure that the work of the Consortium is appropriately resourced.
10. Manage the RLUK Secretariat, taking responsibility for performance management and development of the staff and ensuring good HR practice is adhered to.
11. Act as Company Secretary for RLUK (as a limited company and registered charity) ensuring compliance with all relevant legislation, and taking responsibility for all aspects of RLUK's formal company business, working, as appropriate with the Board and its Chair.
12. Undertake such other management duties commensurate with the level of the post as may from time to time be required through close working with the RLUK Chair and Board.

Knowledge, Skills and Experience Required

Qualifications

Formal education to degree level or equivalent is required

Professional qualifications relevant to the role

Previous experience

Substantial managerial experience (financial, human and information resources) in an appropriate academic environment, research library or equivalent organisation

A sound understanding of the research culture within universities and an extensive understanding of key strategic issues for library and information service developments internationally, particularly as they relate to research libraries

A proven track record in strategic planning and management

A proven track record in project management

Other essential skills

Excellent oral and written communication skills

Excellent interpersonal, influencing, networking and leadership skills

An ability to work in a team environment with colleagues across the professional spectrum within the library and information sector.

An ability to prioritise and to schedule workloads under pressure, and in the face of conflicting demands.

Further Information

A high proportion of the Executive Director's time is spent in London. Other demands on time include travelling, both nationally and internationally, on RLUK business, and managing the office, which is currently split between the University of Birmingham and King's College, London.

Although RLUK staff, including the Executive Director, are employed through the University of Birmingham, there is no formal requirement to be based within a certain distance of the University. In the interests of obtaining the right person, RLUK is willing to be flexible regarding the location of the successful candidate providing they are able to deal satisfactorily with travel and other key matters relating to the post.

Consequently, applications should include a statement of the issues candidates have identified in relation to their location, and how they would intend to address these.

Although this is a permanent post, RLUK is willing to consider secondments. These would have to be for a minimum of 2 years. Candidates intending to apply for secondment should indicate this in their applications.