



Society of College, National and University Libraries



SCONUL Society of College, National and University Libraries

Job Description

Post title	Executive Director
Salary	Negotiable
Location	SCONUL head quarters, 102 Euston Street, London, NW1
Responsible to	Chair
Responsible for	Assistant Secretary and Secretarial Assistant

SCONUL (<http://www.sconul.ac.uk>) is a key strategic body that works with, and on behalf of, its members which include libraries in higher education institutions (universities and colleges); the British Library and the national libraries of Ireland, Scotland, and Wales; and libraries in national museums and other specialist institutions.

Our vision is to provide focused leadership for the UK and Irish academic and national libraries, enabling the sector to position itself at the forefront of international developments to support researchers, teachers and learners in tertiary education through the promotion of innovation and best practice.

Job summary

The Executive Director works proactively in support of the Chair and the Executive Board members providing leadership and overall management direction to:

- deliver SCONUL's vision, mission and goals
- develop and implement SCONUL's strategic plans
- promote SCONUL and publicise its work and its membership
- build effective relationships and partnerships, and influence external agencies
- act as Company secretary

The candidate

The Executive Director should be a visionary and a strategic leader who can work effectively with SCONUL's membership in both higher education and national libraries. They will bring an analytical, intellectual understanding of library services and their impact on the quality of education and research in the UK and Ireland. The successful candidate will be educated to degree level or equivalent and must be an informed and creative thinker who can be innovative as well as pragmatic. S/He will be an open-minded, confident professional who enjoys exploring issues collaboratively to achieve results. The Executive Director will be an enabler and facilitator who will have the



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strength of character and conviction to work with a strong, engaged Board that is dedicated to the mission of SCONUL.

Strong written and oral communication skills are critical to insure that the role holder will be effective and persuasive in presenting SCONUL and its mission to its affiliates, partners, government agencies and public bodies.

Key areas of responsibility

1. Strategy
 - To lead the development of SCONUL's strategic plans and to manage their implementation in order to deliver the key outcomes and targets agreed by the Board.
2. Expertise
 - To maintain knowledge and awareness of the political, social and financial environment impacting on the membership; to carry out research and analysis in order to prepare high quality reports, consultation responses, briefing papers and presentations on relevant issues
3. Relationships
 - To be highly visible in building effective relationships with members, library directors, partners and other key contacts who share SCONUL's interests in order to inspire members to actively participate in issues of national and international interest.
4. Monitoring and evaluating progress
 - To monitor progress in all areas of the business, evaluate effectiveness and lead change initiatives for improvement.
5. Board Membership
 - To proactively manage agenda setting for the board so that the Board is fully engaged with strategic issues and business priorities; to be an influential and active member of the SCONUL executive board; to support the Chair in identifying, supporting and mentoring new board members.
6. Secretariat and directorship
 - To act as SCONUL's Company Secretary through ensuring legal compliance; to manage the SCONUL secretariat staff and premises; to manage all business relationships and contracts on SCONUL's behalf.



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7. Promotion and Marketing

- To manage the effective promotion and marketing of SCONUL and its activities; to actively communicate SCONUL's initiatives with member institutions and their staff.

8. Finance

- To assist the Treasurer in preparing annual budgets; to develop and maintain sound financial controls and practices.

The successful candidate will also be required to undertake such other duties commensurate with the level of this post and which may be prescribed in writing from time to time by the board.

Further information

Although a high proportion of the Executive Director's time is spent in London the post, by its very nature, will include travelling, both nationally and internationally, on SCONUL business.

The Executive Director is employed by SCONUL. The terms and conditions for this post include 30 days holiday per annum plus bank holidays, and generous sickness and pension benefits.

Although this is a permanent post, SCONUL 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.

How to Apply

Informal enquiries are welcomed and can be made to Jane Core, Director of Library and Learning Services, Northumbria University, email: jane.core@northumbria.ac.uk, telephone 0191 227 4126

In order to apply, please send:

- A statement of why you feel you would be suitable for the role that addresses each part of the job description;
- An up-to-date full curriculum vitae;
- The names and contact details of three referees who have direct knowledge of your work.

Completed applications should be returned to Mr Peter Etherington, Employment Law Consultant, 31 Woodland Avenue, Melton Mowbray, Leics. LE13 1DZ. Electronic applications are welcomed and should be emailed to peter@etherington.co.uk marked 'Application for SCONUL Executive Director' **Application deadline:** 14 May 2010

Interviews will be held on: 1 July 2010