

Job Title: Associate Director Heritage and Research

Grade: 9

Salary: £59,666 to £67,468, per annum pro-rata if part-time

Department: Library and Learning Services

Hours/Contract: Full-time or job share, permanent

Job Family: Management and Administration

Reference: 13865

Role Purpose

Provide strategic leadership for the University's heritage, archives, special collections and research services, ensuring that collections, digital resources and associated services deliver maximum benefit for research, education, engagement and institutional reputation.

Lead the development and implementation of an ambitious vision for Archives and Special Collections, Research Services and digital heritage infrastructure, establishing sustainable and innovative services that support the University's academic mission.

You will drive the development of externally funded programmes, including securing and delivering major investment through The National Lottery Heritage Fund and other funders, while positioning the University as a nationally recognised leader in heritage innovation, sound heritage and digital collection development.

You will provide strategic direction for the stewardship, development and use of the University's heritage collections and research platforms, creating an appropriate balance between preservation, access, research, teaching, community engagement and institutional priorities.

Resources Managed

- Sounds of the Midlands project development phase budget of £310,000, funded by The National Lottery Heritage Fund. Lead the development of a delivery phase application for a further £1.7m.
- Management responsibility for approximately 10 permanent staff and 4 project-funded staff.

Main Duties and Responsibilities





Strategic Leadership

- Develop and deliver a long-term strategic vision for Heritage and Research Services encompassing Archives and Special Collections, Research Services, digital infrastructure, collection development and community engagement activities.
- Lead the Research Services Team, ensuring effective delivery of Open Access, repository infrastructure, research information and data management and associated research support functions.
- Lead the Archives and Special Collections Team, ensuring delivery of professional archive and collection services, institutional heritage activities and support for key University events and initiatives.

Collections and Research Infrastructure

- Establish and implement a strategic roadmap for archives, collections management systems, research repository infrastructure and digital heritage services, ensuring that services remain sustainable, resilient and fit for future academic requirements.
- Direct the development, stewardship and utilisation of significant heritage and research collections, determining priorities for acquisition, preservation, digitisation, access and engagement.
- Lead strategic collection development initiatives, including the continued growth and enhancement of nationally significant collections such as the Museum Design Collection and related heritage assets.
- Create and implement a vision for digitally enabled and AI-enabled services that enhance discovery, access, engagement and operational efficiency across heritage and research services.

Programme and Funding Leadership

- Lead the University's The National Lottery Heritage Fund programme activity, taking heritage projects from Discovery through Development and Delivery phases and securing external investment required for successful programme execution.
- Provide strategic oversight of the Sounds for the Midlands programme and other major externally funded initiatives, ensuring achievement of contractual obligations, programme outcomes, budgets and performance targets.
- Identify, secure and develop opportunities for external funding, partnerships and investment that strengthen institutional ambitions and support long-term service sustainability.

Partnership and External Engagement

- Lead strategic relationships with external organisations, cultural institutions, professional bodies and community partners, representing the University at regional, national and international levels.





- Direct engagement with University Partnerships, Ukrainian partner institutions, the Leicester Medical Society and relevant professional and heritage organisations connected to collections held by the University.
- Establish the University as a recognised centre of excellence in sound heritage through sector leadership, partnership development, innovation and research collaboration.

Academic Engagement and Institutional Support

- Provide strategic leadership for engagement with academic Schools and programmes including Museum Studies, Heritage Hub activities, History, SHAC and associated disciplines, ensuring collections and services contribute directly to teaching, research and knowledge exchange activities.
- Advise senior University leaders on strategic issues relating to heritage, archives, collections, research infrastructure, digital preservation and external heritage investment.

Leadership and Management

- Lead, manage and develop a multidisciplinary team of professional, technical and project staff, fostering an environment of innovation, collaboration, inclusion and continuous improvement.
- Manage significant operational, project and externally funded budgets and ensure compliance with all regulatory, professional, financial and governance requirements associated with service delivery and funded programmes.





Internal and External Relationships

Internal

- University Executive and Senior Leadership Teams.
- University Librarian and Library Leadership Team.
- Pro Vice-Chancellors for Research and Education.
- Heads of School and College Leadership Teams.
- Programme Directors and Academic Leads.
- Research and Enterprise Services.
- Digital Services.
- Communications, Advancement and External Relations teams.
- Academic and Professional Services colleagues across the University.

External

- The National Lottery Heritage Fund.
- Local authority and city council representatives.
- Heritage, archive, library and museum sector organisations.
- Funding councils and grant-awarding bodies.
- University partner institutions, including international partners.
- Community organisations and cultural institutions.
- Leicester Medical Society
- Association for Mathematics in Education.
- Donors and depositors of archives and special collections.
- Professional networks, research collaborators and sector bodies

Planning and Organising

- Lead strategic planning across multiple services with a planning horizon extending three to five years.
- Direct and prioritise a portfolio of operational activity, major projects, externally funded programmes and digital infrastructure developments.
- Hold management responsibility for approximately 10 permanent staff and 4 project-funded staff.
- Manage significant heritage, archive and research collections on behalf of the University.
- Oversee substantial project, operational and externally funded budgets.
- Ensure effective governance, risk management and compliance across all service areas and programmes.





- Balance competing priorities relating to preservation, access, academic use, engagement, digitisation and funding requirements.

Qualifications, Knowledge and Experience

Essential

- Degree or equivalent professional qualification in a relevant discipline*.
- Significant leadership experience within archives, heritage, libraries, research services, museums, cultural organisations or related sectors. *
- Demonstrable experience of developing and delivering organisational strategy and transformation programmes. *
- Significant experience of securing and managing externally funded projects and programmes.
- Experience of leading professional and multidisciplinary teams through periods of change and growth. *
- Experience of managing significant collections, research infrastructure or specialist services. *
- Extensive knowledge of heritage, archive, collection management, research dissemination or digital infrastructure environments. *
- Experience of developing strategic partnerships and representing organisations at senior and executive level.

Desirable

- Postgraduate qualification in a relevant discipline.
- Professional qualification or accreditation in archives, libraries, heritage, museums or related fields.
- Experience of The National Lottery Heritage Fund programmes.
- Experience of digital transformation, digital preservation and AI-enabled service development.
- A national profile within the heritage, archive or research services sector.

Skills, Abilities and Competencies

Essential

- Strategic leadership and vision-setting capability. *
- Ability to influence and advise senior stakeholders and executive leaders. *
- Excellent programme and project leadership skills. *
- Strong financial, resource and budget management capability. *
- Ability to develop compelling business cases and funding proposals. *
- Highly developed partnership-building and stakeholder engagement skills.





- Strong negotiation, influencing and advocacy skills.
- Ability to lead organisational change and service transformation.
- Excellent communication and presentation skills.
- Ability to balance preservation, academic use, public engagement and institutional priorities in complex environments.
- Commitment to innovation, digital advancement and continuous service improvement.
- Commitment to equality, diversity, inclusion and collaborative working.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits





everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

