**University of Edinburgh**

**Job Description**

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| **Role title** | Director of EDINA |
| **Support Group & Division** | Information Service Group (ISG)/ EDINA |
| **Base location:** | Edinburgh |
| **Grade and type:** | Grade 10, Open Ended |
| **Line Manager:** | Vice Principal, Chief Information Office & Librarian to the University |
| **Date updated:** | 05/03/2024 |

**Working context**

The University of Edinburgh is one of the world’s leading academic institutions, internationally recognised for the quality of its teaching, research and wider economic and social impact. The University, founded in 1583, is enjoying a particularly successful period and has been ranked in the top 25 in the world in the QS World University ranking since 2013 as well as ranking 4th in the UK for research power in the 2021 REF rankings.

Located in the beautiful and historic city of Edinburgh, the University comprises a dynamic and vibrant community of 49,000 students and more than 18,000 staff. With a turnover in excess of £1.3b, over £339m in competitive annual research grants and an ambitious programme of capital works over the coming years, the university is poised for significant expansion.

The institution was ranked 5th in the world for ‘industry, innovation and infrastructure’ in the Times Higher Education Impact Rankings 2023, and the University’s start-up and spin-out companies are estimated to be worth a total of £162 million to the British economy, supporting 1,830 jobs. A recent independent report found that every pound spent by the University yielded £6.90 in economic benefit across the UK, a 34% increase in impact since 2015/16. We are creating new companies and new jobs at record rates, attracting inward investment into Scotland and promoting the creativity and entrepreneurship of Edinburgh across the world.

The Information Services Group (ISG) is one of three central Support organisations consisting of 645 staff operating central IT, Library, Museums, Historical Collections and our National & International services.

EDINA operates as a division within Information Services, where it provides a range of services, platforms, products, advice and best practice that underpin national and international scholarship and research. Examples include Digimap, the prize-winning geospatial platform used by the majority of UK universities and colleges as well as over 5,000 schools (including 40% of Scotland’s secondary schools); Noteable, a leading Computational Notebook software platform used by Schools and universities in the UK and available on the Scottish Schools GLOW network; ASR, a product to assist researchers in Automated Systematic Review work; and the global ‘Keepers Registry’ of e-journal preservation activity; and other services to help ensure continuity of access to digital scholarship, digital discovery, geospatial platforms & services, e-resource preservation and assured long term access. In addition, EDINA operates the University’s Data Library, a critical component for the University’s integrated Digital Research Services. EDINA is both embedded in the university as an internal IT platform and service provider as well as providing its products and services to the wider Educational and Research community. EDINA is currently working on a number of AI products for first usage within the university, including the Edinburgh Language Model, a Generative AI innovation platform, and a chatbot platform.

EDINA is one of a number of national and international services that have been a long-term emphasis and strategic strength of the University. With such other critical national services as the Software Sustainability Institute, The Digital Curation Centre (DCC) and The Edinburgh Parallel Computing Centre (EPCC – The national supercomputing facility), the university is a cornerstone of national and international services for Education, Higher Education and Research. EDINA and these other University services reinforce the University’s mission to strengthen the Higher Education sector, increase its global impact, grow its partnerships and extend its international profile and reputation for excellence and innovation.

**Job purpose**

Reporting to the University’s Chief information Officer the post holder will provide strategic leadership, vision and management for the EDINA division of approximately 60 staff. Responsible for the EDINA annual budget and five-year strategic business plan, the post holder will identify, develop and secure external funding and partnerships to support the national and international services, platforms, products, best practice advice and projects.

The post-holder will ensure compliance with any funding or partnership agreements signed between the University and funders for the effective delivery of services, platforms, products, best practice advice, projects and innovation.

In partnership with other ISG divisions and local resources, the post holder will direct services for the University such as the Data Library.

The post holder will oversee national and international services, platforms, products and best practice advice which are competitive, cost-effective, and innovative and which provide demonstrable value to the Education, Higher Education and Research sectors. The post holder will ensure that these services are sustainable and self-funding.

As a member of the Information Services Group senior management team, the post holder will contribute to the University’s mission, provide leadership and ensure close collaboration across the Information Services group and the University.

**Main accountabilities and tasks**

The table below summarises the main tasks undertaken for this role.

| **Accountabilities** | **Key tasks** | **% time spent** |
| --- | --- | --- |
| Strategic leadership, vision and management for the EDINA division | * Management of the EDINA division of approx. 60 staff.
* Management of vendors, contractors, employed students, interns and other resources.
* Responsible for the EDINA annual budget and the five year strategic business plan.
* Maintain a scalable, flexible and highly adaptable organisation.
 | 20% |
| Funding and sustainability of services and projects | * With contributions from key EDINA staff, identify, develop and secure external funding and partnerships to support the national and international services, platforms, products, best practice advice, Innovation and projects
* Ensure that the EDINA services are sustainable. Demonstrate sustainability through the careful management of forecasts, income and control of operational costs.
* Diversification of income streams, fundraising activities and the identification and securing of innovative financial sources.
* Building, empowering and growing a business development skill base and team within EDINA.
* Embed and drive a culture of efficiency within the EDINA division.
 | 20% |
| Partner, Funder and Sector relations  | * Ensure close relations, collaborations and strategic partnerships with key partner or funding agencies such as JISC, BEIS, Higher Education funding agencies and Ordnance Survey. Drive a strategic partnership and collaboration plan.
* Secure, maintain and drive mutually beneficial partnerships, relations and collaborations that multiply the impact, goals and objectives of all parties.
* Ensure close partnerships and enhance the relationships with key partner, community and national & international sector organisations such as CNI/ARL, IFLA, ERA, LERU, LIBER, COAR, OGC, SCONOL, RLUK and others.
* Establishing and growing a closer relationship with Scottish government.
 | 20% |
| Strategic Portfolio Ownership | * To operate as the strategic owner of the portfolio of EDINA services.
* Direct national and international services, platforms, products and best practice advice which are competitive, cost-effective, and innovative and which provide demonstrable value to the Education, Higher Education and Research sectors.
* Drive a programme of continuous service improvement.
* Enhance and drive EDINA’s leadership position in:
1. Geospatial (spatial data infrastructure and services)
2. Citizen science tools
3. Reference rot tools, advice and thought.
4. The Integrity and Continuity of the Scholarly Record
5. Resources for scholarship & research.
6. New and emerging innovations, platforms, products and services for Education, Higher Education and Research.
 | 10% |
| National and International leadership. | * Act as a strategic influencer at a National and International level aimed at influencing and understanding emerging thought across the ISG National and International portfolio.
* Enhance organization impact and reputation through speaking engagements, publications, blogging, marketing, networking and other activities.
* Contribute both strategically and operationally to the University’ ambitions for national and International leadership within the Education, Higher Education, Library and Research sectors.
* Remain at the forefront of innovation and emerging best practice.
 | 10% |
| University services and increasing engagement. | * Increase engagement with the University through the leveraging of EDINA resources, products, services, platforms, innovation, skills and expertise.
* Contribute to the University’s mission, provide leadership and ensure close collaboration across the Information Services group and the University.
* Ensure engagement and deep integration with the University’s Digital Research Services.
 | 10% |
| Measurement, adoption and compliance | * To own and drive the development of tools, measurements and standards to measure and demonstrate the impact, effectiveness of the EDINA Nationally, Internationally and within the University.
* Achievement of the agreed KPIs with funders, partners and collaborators.
 | 10% |

**Knowledge, skills and experience**

**Essential**

1. Proven track record of effective strategic planning and operational leadership within an Education, Higher Education or Research environment or equivalent.
2. Proven track record of efficient and effective management of resources, including the planning and co-ordination of staffing and budgetary resources. Experience of managing, motivating and providing leadership for a large multidisciplinary team.
3. Experience of proactively contributing to corporate strategic level decision making and planning processes, and of making critical decisions that are aligned with the overall strategic direction of the Institution.
4. Experience of using relevant management information, statistics and their appropriate analysis to assist in decision making processes.
5. A proven track record of creating and maintaining Digital services to a large and diverse customer base.
6. A proven track record in establishing partnerships, collaborations, ventures, agreements and projects within the Education, Higher Education, Research or related sectors. Experience of identifying and attracting project and/or sponsorship funding.
7. Strong negotiating and influencing ability, combined with a creative and entrepreneurial approach.
8. Demonstrable ability to build and maintain relationships and work co-operatively in partnership with a variety of individuals and groups at all levels within and externally to the institution and the Education, Higher Education and Research sectors.
9. Capable of working with and earning the respect of senior customer stakeholders.
10. Graduate calibre with degree or equivalent.
11. Excellent presentation skills and the ability to create persuasive and accessible presentations to non-specialist staff.

**Desirable**

1. Professional qualification and/or experience (appropriate postgraduate qualification in a relevant area and/or Chartered Membership of a relevant professional body e.g. the Chartered Institute of Library and Information Professionals, equivalent educational qualification or other qualification.)
2. Extensive knowledge and understanding of UK Higher Education and the key issues associated with the provision of digital services.
3. A keen awareness of, and success in, the diversification of income streams and a history of generating such opportunities, of working in partnership with fundraising activity and of identifying innovative financial sources will be vital.
4. Experience in successful innovation of digital services and the development innovations or projects in to services.
5. Experience of acting as chair of governance committees or boards.
6. Demonstrable high level strategic thinking and planning skills.
7. An understanding of the PRINCE II and the factors that are critical to success of technical and business change.
8. An understanding of ITIL service management and processes for service excellence.
9. A demonstrable commitment to leadership development of self and others as it relates to this area of professional specialist work.

**General working conditions**

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

**Special working conditions**

N/A

**Key Contacts/Relationships**

* Funders, partners and collaborators within Education, Higher Education and Research.
* Partner, community and national & international sector organisations.
* Key sector influencers.
* Chief Information Officer
* The University Librarian
* The ISG senior management team.
* Key University contacts in Colleges and Schools.
* Key customer stakeholders.

**Additional Information**

The job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

The post holder will actively follow the University policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health and Safety Regulations.

The post holder must ensure organisational compliance, and conformance with the Data Protection Principles. All data, whether stored electronically or by other means must be processed in accordance with the Data protection Act 1998.