**THE UNIVERSITY OF MANCHESTER**

**John Rylands Research Institute**

**Academic Director**

The Faculty of Humanities and the University Library are seeking to appoint an Academic Director for the John Rylands Research Institute. This opportunity has arisen because the current Director has completed his term of office. The position is for three years, commencing September 2016, with the possibility of renewal.

The John Rylands Research Institute operates with substantial University strategic pump priming investment (2013/14 until 2017/8), in addition to Library and Faculty investment. In 2014 it gained University Institute status (UMRI – University of Manchester Research Institute), placing it among the University’s portfolio of flagship interdisciplinary research activities.

The Academic Director will be responsible, with the Associate Director (Associate Director of The John Rylands Library), for the continued successful progression of the work programme for which this investment was secured (attached), including the transition to a refreshed strategy and associated work programme for the period 2018/9 onwards. This will involve working closely with the University Librarian & Director of the John Rylands Library, the Dean, Deputy Dean and the incoming Head of School for ALC.

This post carries a 40% workload adjustment.

Colleagues with an interest in this post are invited to discuss this informally with Professor Stephen Hutchings, Interim Head of the School of Arts, Languages and Cultures ([Stephen.Hutchings@manchester.ac.uk](mailto:Stephen.Hutchings@manchester.ac.uk)) , Professor Colette Fagan, Deputy Dean (Research), Faculty of Humanities ([Colette.Fagan@manchester.ac.uk](mailto:Colette.Fagan@manchester.ac.uk)) or with Jan Wilkinson, University Librarian and Director of the John Rylands Library ([jan.wilkinson@manchester.ac.uk](mailto:jan.wilkinson@manchester.ac.uk)).

Applications consisting of a brief curriculum vitae plus supporting letter demonstrating how you meet the person specification and how you would undertake the duties and responsibilities attached to the post, should be sent to:

Gemma Keaveney  
PA to Vice President and Dean of the Faculty  
Faculty of Humanities  
Email: [gemma.keaveney@manchester.ac.uk](mailto:gemma.keaveney@manchester.ac.uk)

The closing date for applications is midnight on Sunday 24 April 2016

Interviews will be held on 12 May 2016.

**Strategic Context and Vision**

The strategic plan and associated work programme, is to develop the John Rylands Research Institute, founded on the Special Collections of the University of Manchester Library (UML), into an internationally renowned research centre which captures and enhances academic and curatorial activity under a world-famous name opening up the rich and diverse collections to innovative and multidisciplinary research. It will support world-leading scholarship nationally and internationally, with enhanced public engagement.

The Library’s Special Collections are designated by the Arts Council England as of outstanding national and international importance, a fact long recognised both in the UK and overseas. The research potential of the collections is vast but not fully exploited. The Institute is a focal point for the capture of externally generated research income and philanthropic donation and creates a bridge for facilitating the sponsorship and development of academic research projects which address the research agendas of both the AHRC and ESRC, and other major funders.

By combining the relevant skills, knowledge and professional activities of academic and library staff, the Institute enhances access to, and knowledge of, this unique resource, enabling us to exploit the research potential of the collections for Manchester’s own researchers while bringing the world’s leading academics to Manchester. The Institute provides a means for making the most of our existing research strengths and the development and promotion of an internationally renowned programme of research.

To realise this vision, the Academic Director’s responsibilities, working in partnership with the Associate Director, are to develop and lead an intellectually exciting programme of research activities which engages academics and doctoral students at Manchester and internationally. This includes leading an ambitious programme of funding applications for research with the Special Collections led by academics in ALC, elsewhere in the University and internationally, and strategic work with potential major donors and charitable foundations. A thorough evaluation of the success of the Institute’s activities takes place in the annual strategic review which all institutes are governed by, and which will inform the plan for the period post-University pump priming investment.

**Academic Director**

**Overall purpose**

To provide the academic vision, leadership and expertise to implement, monitor progress and review the Institute’s strategic and operational goals.

To develop and extend the current strategic plan and associated work programme, including the income-generating mechanisms outlined therein.

To work in partnership with the Associate Director, and supported by the Institute’s management team, to secure the above goals.

**Reporting and governance**

The Academic Director reports to the Head of the School of Arts, Languages and Cultures.

The Associate Director reports to the University Librarian & Director of the John Rylands Library and is responsible for the line management of the Institute Administrator and the Library staff associated with the Institute.

The Academic Director chairs the Institute’s Academic Steering Group, the membership of which includes the Associate Director (Associate Director of The John Rylands Library), The Research Director of the School of Arts, Languages and Cultures, the Institute Administrator (Secretary), and other representatives from the Library and Faculty as agreed by the Academic Director and Associate Director.

The Institute Director and Associate Director report to the governing body at regular intervals (six monthly). The governing body is chaired by the Vice-President and Dean of Humanities, and includes the University Librarian & Director of the John Rylands Library, the Humanities Associate Dean for Research, the Head of the School of Arts, Languages and Cultures and other senior university representation as appropriate.

**Key roles and responsibilities**

* lead the Institute’s research agenda and research activities;
* develop and implement the Institute strategy and operational plan with the Associate Director;
* ensure alignment of the Institute’s strategy with the Faculty research strategy (and in particular that for the School of Arts, Languages and Cultures), Faculty internationalisation strategy and University Library strategy;
* agree and monitor the Institute’s budget, working with the Associate Director and Faculty and UML finance teams;
* support the Associate Director’s lead responsibility for working with the University’s Donor and Alumni Relations Directorate to secure philanthropic funding in support of the Institute’s activities;
* chair the Institute’s Academic Steering Group;
* work with the ALC Research Director to oversee and coordinate the School’s peer review arrangements for applications for research grants, fellowships and studentships associated with the Special Collections;
* work with the ALC Research Director to coordinate grant applications, including directing the work of the School’s grant writer post(s) where appropriate;
* recruit and line manage postdoctoral appointments that are directly funded by the Institute and consult with the Associate Director to arrange delegated line management for those postdoctoral appointments where the primary tasks are archival/library or cataloguing;
* develop relationships with key academic partners, nationally and internationally;
* represent the Institute nationally and internationally at academic conferences and research-related events;
* ensure alignment of PG training at the John Rylands Library with School and Faculty programmes;
* co-ordinate the contribution of academic staff to PGR supervision of Institute studentships;
* contribute to the design of classes and seminars on collection-based and training courses, including contributing to the delivery of such courses where appropriate;
* sit on the Editorial Board of the *Bulletin of the John Rylands Library*, published by Manchester University Press;
* serve as a member of the ALC school research committee and work closely with the ALC PGR and PGT director as appropriate;
* contribute to other relevant School and Faculty committees and forums as requested by the Head of ALC and/or ALC Research Director.

# Person Specification

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

#### *Academic grounding*

* a personal record of excellent research which commands the respect of colleagues within the Faculty, University, and externally;
* a record of securing external research grant income;
* a good understanding of the holdings of the Special Collections of UML and a commitment to extending Institute activity across the collections, in line with collection strength and research potential.

***Organisational leadership***

* demonstrate a strong commitment to the goals and vision of the John Rylands Research Institute and the strategic ability to achieve its objectives;
* work in productive partnership with the Associate Director and to foster collegiality and collaboration;
* work proactively to build a team and effective working relationships;
* develop the international profile and standing of the Institute;
* promote interdisciplinary research.

#### *Personal qualities*

* think and act strategically, including flexible adaptation to new opportunities as they arise.
* be an effective communicator;
* be proactive in advocating the value and role of the Institute in and beyond the University;
* build effective partnerships inside and outside the University, influencing a range of stakeholders (including academics, library staff, the general public) and potential funders;
* be well organised and skilled in project management and delivery against agreed milestones.

#### *Experience*

* a proven track record in a leadership role is desirable;
* previous experience of fund-raising would be an advantage.