

Last Updated: 18/04/2026			
Job Title	Digital Scholarship Manager		
Faculty/ Department	Library	Legal Entity	University of Surrey
Job Family	Professional Services	Job Level	4
Reports To	Head of Open Research and Innovation	Line Manages (role title(s))	Digital Scholarship & Innovation Coordinator

Job Statement

The post holder will manage and contribute to the development of innovative Library services, working in partnership with researchers, educators and students, improving the quality of digital research and education across all faculties and subjects.

The role is responsible for the development, maintenance and enhancement of the Library Digital Scholarship Service, including taking the lead for digital-based innovations testing outside existing platform and ensuring accessibility of all digital platforms, objects and pathways.

The post holder will ensure that high-quality co-design and collaboration drives a culture of continuous improvement across the service offered and maximises the user experience at the interface of physical collections with digital transformation. The use of integrated user feedback and related data analysis will be essential to create and provide an integrated evidence-base to inform ongoing service improvement connected to the Digital Scholarship Service.

The role contributes significantly to the delivery of both the University Education and Research strategies; and is also key to the development and delivery of effective and exemplary services and, where appropriate, for compliance with external requirements.

Key Responsibilities This is not designed to be a list of all tasks undertaken but the main responsibilities (5 to 8 maximum)

1. Lead the development of digital scholarship and open research strategies across curricular and co-curricular activity.
2. Drive innovation in digital scholarship by exploring new research, teaching, learning and assessment methods.
3. Provide staff development and expert guidance, contributing to University and sector networks to share best practice.
4. Deliver services including consultations, training and project support, advising on digital humanities tools and techniques (e.g., text-mining, coding, VR, data visualisation, image/sound work).
5. Manage fixed-term institutional and externally funded projects, working with stakeholders to meet agreed timelines.
6. Design, deliver and evaluate scalable digital scholarship services, sharing expertise and re-using best practice.
7. Lead and collaborate on internal and external funding bids, managing interdisciplinary projects to successful delivery.
8. Build strong partnerships with academic and student communities, influencing activity, enabling innovation, and ensuring compliance with relevant policies and standards.

N.B. The above list is not exhaustive.

Role Scope and Impact This is a summary of the post holder's role in delivering outcomes, making decisions, and the complexity of problem-solving involved in the role.

Provide a summary of the level of the **accountability and problem-solving**.

Accountability

- The post holder has the freedom to work in a proactive manner and to decide how to achieve the result, generally based on their own judgment and experience as well as a sound understanding of the strategy and policy framework of Library and Learning Support Services.
- The post holder will be responsible for designing, developing and keep up to date departmental processes and procedures related to Digital Scholarship Services to be used by team members

Problem Solving and Decision Making

- When faced with more complex issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply their judgement and initiative in order to find an appropriate resolution, while referring appropriately.
- The post holder has the freedom to work in a proactive manner and to decide how to achieve the end result, generally based on their own judgment and experience as well as a sound understanding of the strategy and policy framework of Library and Learning Support Services.
- The post holder is responsible for operational processes and support for the Digital Scholarship Service part of the Library's business
- This work takes place within an agreed policy framework; however, the post holder is expected to carry out process review, and to make recommendations for developments and changes, taking the lead in implementing recommendations upon approval from their line manager
- Able to apply originality in modifying existing approaches and designing new approaches to solve problems.

Supplementary Information You may wish to include information that has not been captured in the other sections but has an impact on the size of the role e.g. number of staff indirectly reporting to the post holder, the budget they manage, number and type of students or customers the job affects directly/indirectly, key internal and external relationships*.

Person Specification This section describes the knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		
Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles. Or: Significant vocational experience , demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge.		E
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). Level 1: basic level of understanding/experience and can apply it with guidance. Level 2: good level of understanding/experience and can apply it with little or no guidance. Level 3: expert level of understanding/experience and can apply, develop it and guide others.	Essential/Desirable	Level 1-3
Experience in developing digital skills training	E	3
Awareness of current developments in digital innovation in Galleries, Libraries, Archives and Museums (GLAMs) in a changing landscape	E	3
IT Literate (a confident user of a wide range of IT applications and systems)	E	3
Evidence of planning and organisational skills, including project management, with the ability to delegate to team members where appropriate	E	2
Substantial experience of developing digital innovation in the GLAM sector	E	3
Experience of grant writing and management	D	n/a
Knowledge of HTML & XML coding, data carpentry	D	n/a
Demonstratable experience of using and gaining maximum value from the deployment of technology to support the ongoing	D	n/a

development of archive and library management systems, in support of learning, teaching and research.		
Experience of contract or supplier management	D	N/A
Special Requirements This may include a Disclosure and Barring Service (DBS) check, regular overseas travel, driving licence, shift work.		Essential/ Desirable
Willingness to work flexibly under annualised hours working arrangements		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		3
Adaptability and Flexibility		3
Customer, Client service and support		3
Planning and Organising		2
Continuous Improvement		3
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		2
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking and Leadership		2
This Job Purpose outlines the core activities of the role. As the Department/Faculty and the post holder evolve, the duties and focus of the role may change. The University expects the post holder to adopt a flexible approach to work, including undertaking relevant training when necessary. If significant changes to the Job Purpose are required, the post holder will be consulted, and the changes will be reflected in a revised Job Purpose. All staff are expected to: - Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. - Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. - Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. - Contribute towards broader university initiatives that have a positive impact on student experience, recruitment and campus operations. This may include participation in cross-functional activities such as open days, confirmation and clearing, welcome week, graduation. - Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. - Undertake such other duties within the scope of the post as may be requested by your Manager. - Work supportively with colleagues, operating in a collegiate manner at all times. Help maintain a safe working environment by: - All staff have a statutory responsibility to take reasonable care of themselves and others and to prevent harm by their acts or omissions. All staff are, therefore, required to adhere to the University's Our Safety Policy Statement and associated Procedures.		
Organisational/Departmental Information & Key Relationships		
Background Information You should include a short statement on the background of the Faculty/department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.* The department of Library and Learning Services supports a large student and researcher population. Located in the centre of the campus, the Library has collections on seven floors and over 1,600 study spaces. The collections include 500,000 printed volumes, as well as access to a large variety of electronic books, journals and databases. There are 350 university networked PCs, and wireless networking. The Library building is open 24/7/365 with externally contracted staff providing a security and service from 20.00 – 8.00. The department of Library & Learning Services is organised into three broad areas: 'Student Experience', 'Research & Innovation' and 'Learning Development'. The Education & Research area includes Content & Discovery, Open Research and Innovation.		

Department Structure Chart Please highlight the post holder's role by right clicking and selecting format shape, selecting solid fill and 2nd shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10*.

