

Job descriptions for posts in Library/Learning Resource Centres in the post-16 sector

The job description provided below is part of CoLRiC's collection of job descriptions for posts in Library/Learning Resource Centres in the post-16 sector. The name of the organisation has been removed. It is hoped the examples in the collection will be of help to CoLRiC members and CoLRiC welcomes further contributions – please send to CoLRiC at the address below.

Ref: JD111	Sector: GFEC	Job category: Manager	Year: 2018
-------------------	---------------------	------------------------------	-------------------

Learning Resource Centre Manager

Report to Director of Student Services

Responsible for Learning Resource Assistants

Main purpose of role:

- To manage and develop professional and customer focussed Learning Resource Centres
- To line manage the team of Learning Resource Assistants
- To monitor and review the service ensuring resources are current and relevant and that LRCs are welcoming environments that promote learning

Main Duties and Responsibilities

1. Line management of the Learning Resource team to ensure delivery of efficient, effective and high-quality service that underpins the teaching, learning and assessment of the College.
2. To ensure that Learning Resource centres (LRCs) are a welcoming environment and appropriately stocked with a variety of media and that these are current and relevant to the curriculum offer within the allocated budget.
3. To take overall responsibility for the classification and cataloguing of resources in the LRCs.
4. To take overall responsibility for the development of induction packages for students in the use of the centres.
5. To assist users with the use of Information Technology and other media in the LRC
6. To be the college point of contact and lead on all issues relating to copyright, maintaining a knowledge of copyright law and managing all copyright compliance within the College
7. To create an annual Self-Assessment Report and Improvement Plan with the LRC team in

accordance with agreed quality standards.

8. To receive, record, evaluate and disseminate customer feedback; to identify and implement improvements as appropriate.
9. To liaise with internal and external customers and stake holders of the service including curriculum staff, user groups, student forums and HE partners to actively promote the provision and ensure that the service and resources meet the needs of users.
10. To produce information and/or reports as requested
11. Core requirements:
12. To promote equality and diversity practices across the organisation, working at all times in accordance with the College's commitment to Equality and Diversity.
13. To undertake all duties in accordance with the Data Protection Act.
14. To participate in a rota for day and evening duty officers
15. To participate in the College's staff development programme taking responsibility for maintaining continuous professional development both in relation to the role and business priorities.
16. To participate in the College's continuous improvement process engaging in self-assessment and other quality initiatives aimed at becoming an outstanding College.
17. To understand the Employee Duty to be familiar with and follow any policies and procedures laid down to ensure workplace and individual health and safety.

In addition to the above the post holder may be required to undertake such other duties as may reasonably be required commensurate with the grade.

This job description is current as at the date shown herein. Following the normal consultation process, it is liable to variation by Management to reflect or anticipate changes in or to the job.

Person Specification

Key Essential Criteria			Method of Assessment
Qualifications <ul style="list-style-type: none"> Degree or postgraduate qualification in Library and Information Studies Level 2 or above English/literacy qualification Level 2 or above numeracy/maths qualification 			A, Q A, Q A, Q
Essential	Method of Assessment	Desirable	Method of Assessment
Qualification <ul style="list-style-type: none"> Degree 	A,Q	<ul style="list-style-type: none"> Management Qualification Postgraduate Qualification with The Chartered Institute of Library and Information Professionals (CILIP). 	A,Q
Experience and Knowledge <ul style="list-style-type: none"> Working in a library supporting members of the public Experience of managing staff teams as a line manager Knowledge of copyright legislation Knowledge and experience of resource classification and cataloguing 	A,I A,I A,I A,I	<ul style="list-style-type: none"> Working in an academic library in Further or Higher Education Experience of managing teams on more than one site Experience of internal Quality processes and Ofsted requirements 	A,I A,I I
Skills and Aptitudes <ul style="list-style-type: none"> Ability to communicate effectively with students, colleagues and external partners Good research skills and knowledge of both print and electronic resources. Must be able to work to deadlines to achieve outcomes. Excellent administration and IT Skills 	I, P I I I		
Other Requirements <ul style="list-style-type: none"> Must be prepared to work flexibly during summer period, non- term time, evenings and occasional weekends. Willingness and ability to travel on College Business 	I I		

Council for Learning Resources in Colleges

83 Ducie Street Manchester M1 2JQ

Tel: 07505 434069 | Fax: 020 31371546

email: colric@colric.org.uk | Internet: www.colric.org.uk