

JOB DESCRIPTION

Ref number	Category	Year
JD204	Manager/Learning Resources	2022

Job Title	Library & Study Centre Manager
Salary	n/a
Reports to	The Principal through Director of Administration & College Services

Job Purpose

To be responsible for the provision and development of an efficient, responsive and collaborative library and learning resources facility for the students and staff of the College.

Main Duties and Responsibilities

- To take responsibility for the management of a professional library and learning resources department
- To develop and maintain a conducive learning environment within the Library, and three Study Centres (LSC)
- To provide facilities and a service which compliments the College's Strategic Plan, its curricular objectives and meets user needs
- To line manage a Library Assistant and three Study Centre Supervisors
- To take responsibility for the library budget, selection of college library resources (their acquisition, organisation and distribution), updating and maintaining library stock using appropriate stock control methods
- To be responsible for the ordering, classification, cataloguing and processing of books, periodicals and other learning resources. Implementing new systems and procedures as required
- To research, develop and actively promote the provision of paper-based and digital resources for the College
- To compile and present relevant statistics and reports, including a development plan, an annual self-assessment, and a quality report to the Principal
- To develop marketing and promotional material to engage curriculum and the college community including events, promotions and displays, and social media
- To work collaboratively with teaching and enabling departments to meet departmental and College strategic objectives
- To review library stock in relation to relevance and usage, liaising with Heads of Departments to ensure appropriate materials are available to support the curriculum
- To provide a face to face and digital induction programme to support students in accessing study materials, reading lists and developing research skills
- To lead the LSC team in the delivery of information literacy and study skills workshops
- To ensure compliance with copyright legislation

- To develop and maintain communication with all appropriate internal and external agencies
- To support the Library late night openings
- To carry out exam invigilation if required
- To assist with evening/weekend activities and other events as required
- To be aware of and comply with the College's Policies and procedures
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work
- To understand the college's Safeguarding and Health and Safety policy and to work within its guidelines

Staffing

Staff Development

- To undertake staff development where appropriate
- To take part in the College's Appraisal Process

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absence
- To work as part of a team and to ensure effective working relations

Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

Communications

- To ensure familiarity with the department's aims and objectives
- To liaise with relevant external bodies as appropriate

Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

Management of Resources

- To contribute to the maintenance of an attractive working environment in your area

Other

- To support the aims and objectives of the College
- To attend meetings as appropriate
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the xx College contract
- This Job Description is subject to periodic review and amendment
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access,

in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

PERSON SPECIFICATION: Library & Study Centre Manager

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Significant previous experience in a library management role	✓		Application, Interview
Previous experience /understanding of an educational environment		✓	Application, Interview
Skills and Knowledge			
IT literate with a sound knowledge of MS Word, Excel and Outlook	✓		Application, Interview, Test
Excellent organisational and administrative skills & ability to prioritise and multitask	✓		Application, Interview, Test
High professional standards	✓		Interview
Willingness to carry out training of other staff	✓		Interview
Excellent attention to detail	✓		Interview
Good written and oral communication skills.	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Educated to degree level or equivalent, or substantial relevant experience.	*		Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Able to motivate others	✓		Application, Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Committed to Equality and Diversity	✓		Interview
Personal			

Enhanced DBS Clearance *	*		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	*		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>* this will follow an initial offer of employment</i>			