

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Learning Resources Manager

Grade: 5

Accountable to: Learning Resources Manager

Salary : £38,694 – £46,423

Department: Library Services

Location: Central St Martins

Section: Library Services – Academic Development and Services

Contract length: permanent

Hours per week: 35

Weeks per year: 52

Purpose of Job:

To contribute to the development, organization and delivery of high quality and customer-focused library services at the University of the Arts London (UAL), which support the learning, teaching and research activities of its Colleges by being responsible for the effective and efficient day-to-day organisation and delivery of local library services and the recruitment and timetabling of staff within the local team.

Main Duties and Responsibilities:

1. Oversee the effective day-to-day delivery of library services through the timetabling of staff, co-ordinating of leave requests and administering absence reports as directed by the Learning Resources Manager. This will also include co-ordinating and participating in the provision of frontline services such as physical and virtual enquiry services and roaming support as appropriate.
2. Line manage specified staff. This will include responsibility for staff recruitment including co-ordinating and delivering induction programmes for new staff, and management of probation and staff planning, review and appraisals (PRAs).
3. Co-ordinate and assist with the management and the development of the physical space and resources for the college library service, including open access IT and liaising with colleagues and contractors as required.
4. Liaise with the Assistant Learning Zone Manager to ensure smooth running of the Library & Learning Zone at CSM
5. Participate in the management and use of information technology within library spaces, the delivery of electronic information, the maintenance and development of web-pages and other online resources as appropriate.
6. Liaise with the Acquisitions and Metadata Librarian to ensure consistent delivery of bibliographic services as required.
7. Contribute to the development, implementation and monitoring of Library Services policies and procedures, in liaison with a designated member of the Library Services Administration Team.
8. Collate and produce statistical information as required for both departmental and college quality assurance purposes.
9. Support senior managers with financial management and planning, and be responsible for specific budget(s) as required by the Learning Resources Manager.
10. Contribute to and participate in the activities of the Library Services team and participate

in Library Services projects or activities as required, including Task and Finish groups and involvement in Project Teams.

11. Represent Library Services at internal and external meetings as required.
12. Deputise for the Learning Resources Manager or equivalent as required and represent Information Services at internal and external meetings as required.

In addition the post holder will be expected to:

13. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
14. Undertake health and safety duties and responsibilities appropriate to the role.
15. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
16. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
17. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
18. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Library Services managers
- ADS Staffing Administrator
- Information Services colleagues
- UAL Academic staff,
- Students
- External partners e.g. suppliers

Resources Managed:

Budgets:

Staff:

Other (e.g. accommodation; equipment):

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Specialist Knowledge/ Qualifications	A degree in Library and Information Management or equivalent, as relevant to the post, at Graduate or Postgraduate level
Relevant Experience	Experience in managing staff and services in a Library or equivalent environment, as relevant to the post
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems