**Job Description**

**POST**: Library Development Manager

**LOCATION**: Hartlepool and Middlesbrough

**LINE MANAGER**: Academic Services Manager

**LINE MANAGER TO**: Librarians FE and HE

Directorate: Academic Services

**SAFEGUARDING STATEMENT:**

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

**JOB PURPOSE:**

Support the Academic Services Manager in creating a shared vision for the role of the library at the School’s FE and HE Campus

To support the delivery of effective, high-quality Library provision which meets the School’s present and projected future requirements as a specialist provider with aspirations to achieve DAPs and migrate to the HE sector within the medium-term and maintain an effective Creative Arts Library across both campuses.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Promote the role of the Library within the School.
2. Make the Library attractive and accessible to all staff and students.
3. Regularly undertake a review of library provision, which considers present and future requirements in respect of resources and space needs with projected costings, which supports the basis for the delivery of the Academic Strategy and School Strategic Plan  liaison with the Academic Services Manager.
4. Supervising the work of the Librarians in carrying out the daily business of the running an effective library services across the School.
5. Work with the Academic Services Manager to monitor the implementation of the Academic Strategy and Academic Services Operational Plan.
6. Develop and devise new approaches to the services offered within the Library to ensure it offers appropriate art and design library services.
7. Manage and maintain the information published on Moodle and other external facing platforms to ensure currency of information and developments are well communicated.
8. Continue to regularly renew, review and implement the library’s Collection Development Policy.
9. Plan for the efficient use of the learning resources to produce the maximum benefit for students and staff using the library services working with the Academic Services Team to integrate their delivery within the Library spaces where appropriate.
10. With the Academic Services Manager and academic services team and academic staff, develop and implement an embedded Information Literacy programme for students.
11. Plan for the effective and efficient management of human and physical resources within the library’s, in support of the teaching functions of the School.
12. Develop and maintain effective lines of communication with academic staff to facilitate the quality of the library services.
13. Order new stock in accordance with educational need.
14. Attend meetings on behalf of the library, such as HE Programme Boards when required.
15. Provide students with guidance on the use of the library facilities.
16. Direct the support to students through Technical Support Staff.
17. Work with IT to ensure that IT facilities in the libraries are in good working order.

**GENERAL ACCOUNTABILITIES:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Academic Services Manager or the Vice Principal (People Services).

**This list is not exhaustive and is only an indication of responsibilities.**

Signed Date:

**Library Development Manager**

Signed Date:

**Vice Principal (People Services)**

**Person Specification**

**Library Development Manager**

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable | Application form / CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| 5 GCSEs at grade C or above, or equivalent, including English and Maths | Y |  | Y |  |  |
| Postgraduate Qualification in Library and Information Science or similar; or equivalent, relevant professional experience. | Y |  | Y |  | Y |
| A relevant degree or equivalent | Y |  | Y |  |  |
| Experience |  |  |  |  |  |
| Experience in a Librarian/Learning Resources Officer role | Y |  | Y | Y | Y |
| Knowledge of the progression routes and qualifications available in Art and Design within Higher Education nationally and locally | Y |  | Y | Y | Y |
| Experience of dealing with students (or young people) | Y |  | Y | Y | Y |
| Knowledge of the range of issues that can affect the academic progress of today’s HE students | Y |  | Y | Y | Y |
| Evidence of Continuing Professional Development and engagement with a wider professional network and/or professional organisations such as CILIP, ARLIS etc. | Y |  |  |  |  |
| Experience in a middle management role |  | Y | Y | Y | Y |
| Experience of leading/managing a team of staff |  | Y | Y | Y | Y |
| Experience of budgetary and stock management |  | Y | Y | Y | Y |
| **Knowledge, skills and abilities** |  |  |  |  |  |
| Knowledge of Information Literacy frameworks for Higher and Further Education. | Y |  |  |  |  |
| Experience of delivering taught Information Literacy sessions and demonstrating the use of digital library resources. |  | Y |  |  |  |
| Knowledge of copyright issues in libraries. | Y |  | Y | Y | Y |
| A combination of high level mental, oral and written communication, managerial, negotiating and interpersonal skills. | Y |  | Y | Y | Y |
| Able to manage staff within a department | Y |  | Y | Y | Y |
| Ability to deal sensitively with students of varying ability | Y |  |  | Y | Y |
| Ability to manage, and encourage in others, performance to high standards | Y |  | Y | Y | Y |
| Able to work effectively as a member of a team | Y |  |  | Y | Y |
| Ability to initiate change and innovation | Y |  | Y |  |  |
| Willing to deliver hours flexibly according to need | Y |  |  | Y | Y |
| Access to transport for work purposes |  | Y | Y | Y | Y |