

Job Description Template

Job Description	
Job purpose (a brief summary of the role)	The post holder is a member of the Library Senior Leadership Team, responsible for directing, developing and overseeing library strategy, policy and planning and ensuring alignment with and support for University strategic objectives. This role will take a lead role in defining and delivering the Library student experience strategy ensuring an exceptional student experience in both our physical and digital spaces. With responsibility for the co-ordination of the planning and reporting of the Library's operational plan they will provide operational leadership, foster innovation, and offer guidance for staff across the whole of the Library. The postholder will drive strategic decision making and lead on the co-ordination of data capture and analysis across the Library. The postholder will ensure compliance on issues such as data protection, health and safety and business continuity within the Library delivery.
Duties and responsibilities	Learner Services Take responsibility for the delivery of the library's student experience strategy ensuring an outstanding student experience within the Library's physical and digital spaces. Ensure compliance on issues such as data protection, health and safety, security and business continuity within the Library. Working collaboratively with Estates, take direct leadership of Library development projects and university-wide projects as required directing and deploying project management resource for infrastructure and other student experience projects including the multimillion development of the main Library. Budget Management Responsible for the Library budgets for the operational management of our learning spaces and for the delivery of staff training and development. Ensure compliance with University financial regulations and procurement rules, closely monitor the delivery of building and infrastructure projects in close liaison with the Estates department providing specialist input to financial forward planning based on expert knowledge. People Management Lead a large customer facing, multi-disciplinary team taking responsibility for the strategic development of student engagement and co-creation to ensure the effective delivery of enquiry and customer services. Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Ensure consistent and effective line management practice through objective setting, clear definition of job roles, communication of strategy, the operational plan and commitment to the Performance Development Review process. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the Library strategy. Create a common culture of empowerment where staff are supported and challenged in order to drive continuous improvement, service innovation and delivery of results.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Library Information Management Postgraduate Degree or skill level equivalent to qualifications or experience.	A
E2	A proven track record in strategic planning, policy development, management and provision of support services across relevant professional fields	A & B
E3	Experience of leading and sponsoring projects	A & B
E4	Extensive experience of achieving excellence through effective and motivational staff management, including management, in virtual and face to face multidisciplinary team environments with colleagues from differing professional backgrounds	A & B
E5	Excellent interpersonal, collaboration and leadership skills	C
E6	Exceptional communications skills - oral, written and presentational	C & D
E7	A skilled and effective change manager	A & B
E8	Proven capabilities in relationship building and can provide authoritative leadership while fostering partnership and collaborating with all levels of the Library Services, the University and its partners.	C
E9	In-depth knowledge of latest developments in learning service design and with high level skills in innovative service development that is informed by the student voice and delivers an excellent student experience.	C
E10	Demonstrable skills and extensive experience in partnership development.	A & C
E11	Financial management and planning skills and the ability to manage complex budgets.	A & C
E12	High level advocacy and influencing skills, particularly the ability to identify and if necessary challenge, prevailing attitudes and beliefs.	A & C
E13	Champions equality, diversity and inclusivity in service design, professional behaviours and working practices	A & C
E14	Ability to operate effectively at all levels including with senior management and external stakeholders	C
E15	Firm commitment to achieving the University's vision and values, with a passion for delivering impact through a transformative customer experience	C

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Membership of relevant professional bodies	A
D2	Able to swiftly gain an understanding of the organisation and the potential evolution of its business	C
D3	Evidence of actively sharing professional expertise that has influenced developments at sector level	A & C