
LIBRARY MANAGER



School/Department:	Library, Information & Digital Services
Grade:	8
Reports to:	Assistant Director of Information & Digital Services
Responsible for:	Learning Development Tutor, Liaison Librarian, Library Assistants

Job Summary and Purpose:	The Library Manager is responsible for the strategic and operational leadership of the relevant library, ensuring it effectively supports academic teaching, learning, and research activities. This role oversees daily library operations, manages staff, and develops services and collections that align with institutional goals. The Library Manager ensures the delivery of high-quality, user-centred services while fostering innovation in library practices, including digital resources, information literacy programs, and technology integration. Collaborating closely with academic staff, students, and professional services, the Library Manager plays a key role in enhancing access to scholarly resources and creating an inclusive, supportive learning environment.
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1 KEY RESPONSIBILITIES

- Develop and implement the library's strategic vision in alignment with the university's strategy
 - Lead and inspire library staff to maintain a high standard of service, innovation, and collaboration
 - Monitor trends in librarianship and integrate best practices into library services
 - Oversee daily operations across all library departments including circulation, reference services, acquisitions, cataloguing, and digital resources
 - Ensure optimal staffing, scheduling, and workflow efficiency
 - Manage physical and digital collections, including procurement, licensing, and deselection
 - Evaluate and prioritise resource needs, including technology, collections, and infrastructure
 - Ensure delivery of responsive and inclusive user services tailored to students, academic staff, and researchers
 - Oversee the development of information literacy and instructional programs
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- Conduct regular assessments of user satisfaction and implement improvements based on feedback
 - Recruit, train, and evaluate library staff and student assistants
 - Promote ongoing professional development and staff engagement
 - Foster a collaborative, team-oriented work environment
 - Serve as a liaison between the library and academic departments, professional services, and external partners
 - Promote library resources and services through events, workshops, and marketing strategies
 - Represent the library in university committees and professional associations
 - Oversee the integration of emerging technologies to improve access, research, and learning
 - Maintain and enhance library management systems and digital platforms
 - Lead digitisation initiatives and promote open access and scholarly communication
 - Ensure compliance with copyright laws, licensing agreements, and university policies
 - Compile and analyse data for institutional reporting and accreditation purposes
 - Maintain accurate records of library usage, expenditures, and outcomes

2 RESPONSIBILITIES OF ALL STAFF

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
 - Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
 - Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
 - To promote equality, diversity and inclusion in your performance of your duties.
 - To actively participate in learning and development to meet the requirements of your role and the University.
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03 SELECTION MATRIX

Essential Desirable Used to
shortlist

Representative Knowledge, Skills and Experience – Grade 8

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| 1 | Degree level qualification, often with some post graduate education such as a professionally accredited course, or equivalent experience acquired through a combination of vocational training and considerable on the job experience | ✗ |
| 2 | Comprehensive knowledge of work practices, procedures, systems and equipment as required to be able to advise others on their application and provide first line advice and guidance to customers | ✗ |
| 3 | Working knowledge of the activities of other areas of the University as relevant to the role | ✗ |
| 4 | Experience of responding independently to unforeseen problems and situations | ✗ |
| 5 | Proven written and verbal communication skills | ✗ |
| 6 | Proven management skills | ✗ |

Role Specific Knowledge, Skills and Experience

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| 7 | In-depth understanding of academic library systems, services and operations | ✗ |
| 8 | Knowledge of integrated library systems, digital repositories, and library management software | ✗ |
| 9 | Strategic thinking and decision-making capabilities to align library services with institutional priorities | ✗ |
| 10 | Significant experience in a supervisory or managerial role within an academic or research library | ✗ |

Personal Attributes and Behaviours

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| 11 | Demonstrates confidence, vision, and the ability to lead and inspire teams in a dynamic academic environment | ✗ |
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12	Works effectively across departments and disciplines, fostering partnerships with faculty, students, and external stakeholders	x
13	Approaches challenges with a solutions-focused mindset and demonstrates sound judgment in complex situations	x
14	Values continuous professional development – both personal and for their team – and encourage a culture of learning and growth	x

Does this role require a DBS? NO
