UNIVERSITY OF PLYMOUTH

**Role:** University Librarian and Head of Library & Learning Services

**Grade:** Senior Manager, full time, permanent

**Reports to:** Associate Director - Student Support and Experience

**Direct responsibility for:** Library & Learning Engagement Manager; Library & Learning Operations Manager

**Role summary**

This role is responsible for ensuring the effective development and delivery of library and learning services to support teaching, learning and research. Working closely with the Head of Centre for Teaching Enhancement & Innovation and the Library & Learning Operations and Engagement Managers, the role holder will support the Associate Director in developing a teaching and learning service for staff and students aligned with university strategy and the directorate business plan.

With a thorough understanding of teaching, learning and research practice the role holder will lead collaborative working to deliver services demonstrating impact to staff and students. The importance of establishing and maintaining partnerships with students, faculties, schools and professional services is an important part of this strategic approach.

Providing expert advice and working closely with the Library & Learning Operations and Engagement Managers, the role holder will plan the library's learning strategies. This includes all aspects of study support, digital skills and research services; inclusion of learning styles in learning space design; input into/leadership of (as appropriate) appropriate supplier/sector negotiations as they relate to academic use of resources; oversight and application of copyright, open access, rights retention and similar policies; staff management and development; and involvement in the development of evaluation strategies and key performance indicators to evidence impact as part of directorate performance measurement.

An active networker within both university and external networks, the role holder will be involved in institutional and sector-wide projects with the opportunity to lead groups and convey complex, expert information in a succinct and precise manner to all audiences.

**Key accountabilities**

- Actively inform the directorate vision, strategic objectives and annual business plan.

- Enable the development of a directorate teaching and learning service for staff and students.
- Provide vision and leadership for the development, implementation, delivery and evaluation of Library & Learning Services.
- Provide line management and leadership for the Senior Information & Learning Specialists and Learning Support Manager.
- Ensure effective leadership, management and development of LLS staff.
- Develop LLS staff skills and capabilities to meet current and future needs.
- Deal appropriately with informal and formal performance concerns in line with the University's policies for managing performance.
- Accountability for relevant LLS budget planning, prioritising services as appropriate.
- Follow appropriate financial and regulatory policies and procedures ensuring necessary regulations and standards are adhered to.
- Work with colleagues in faculties, UPSU and professional services to facilitate enhancements to the student teaching and learning experience.
- Ensure effective use of library collections, archives, resources and services in line with changing student and academic needs.
- Lead LLS research expertise including innovations in open access, research data management, bibliometrics and digital preservation.
- Promote and drive digital innovation leveraging the benefits of technology.
- Promote and lead a user focussed and inclusive approach to continuous improvement, evaluation and innovation to inform service delivery.
- Maintain a current awareness of developments, policies and effective practice relating to the HE sector, libraries, teaching and learning, scholarly content, publishing, the research landscape and library technologies.
- Represent Education Services and the University in external networks, identifying and anticipating opportunities to play a key role in national initiatives.
- Horizon scan to identify trends and opportunities, summarising benefits and risks.
- Prioritise and lead projects meeting deadlines and targets.
- Deputise for the Director of Education Services when required.
- Undertake other duties and responsibilities relevant to the role, as required.
- Act in a way that demonstrates the University's commitment to Equality and Diversity for staff, students and partners and ensure all activities comply with the University's Safety Policy

**Measures of success**

- Successful delivery of key priorities and objectives agreed as part of the University's Performance Development Review
- Feedback from key stakeholders including students and academic staff evidencing the quality and impact of LLS services.

**Qualifications, knowledge and skills**

**Qualifications**

- Educated to degree level or equivalent experience (Essential)
- A Higher degree and/or professional qualification and chartership in Library or Information Management, records and archives management (Essential)
- Evidence of continuing professional development (Essential)
- Teaching qualification (Desirable)

**Knowledge and experience**

- Demonstrable knowledge of issues and opportunities within UK higher education (E).
- Experience of a higher education library and learning function with evidence of leadership and management success (E).
- Ability to creatively contribute to strategic decision making in the context of University strategy and the changing external environment (E).
- Evidence of successfully developing services and resources through digital and process improvement, supporting others to effectively engage with change (E).
- Demonstrable understanding of teaching, pedagogy and the research lifecycle within UK higher education (E).
- Experience of setting standards and monitoring progress to inform continuous service improvement (E).
- Demonstrable knowledge and understanding of the student experience (E).
- Evidence of supporting high performers and addressing under performance through effective and constructive coaching (E).
- Experience of successful internal and external collaborative networking links (E).

**Skills and abilities**

- A positive, inclusive and collegiate leadership style, with the ability to inspire and motivate others to achieve results (E).
- Excellent communication, negotiation and presentation skills, with the ability to convey complex information in a clear way to a variety of stakeholders (E).
- Ability to lead, motivate and manage others (E).
- Ability to lead successful change management and other projects (E).
- Excellent budgetary, forecasting and resource management skills (E).
- Excellent organisational skills with the ability to prioritise, manage time, deliver to deadlines and work under pressure without compromising quality (E).
- Demonstrate an understanding of handling conflict and difficult situations (E).
- Flexible approach to work with strong self-motivation and a “can do” approach, along with ability to work effectively both independently and as part of a team (E).
- A commitment to equality and diversity with the ability to role model, adhere to and advocate the University’s Equality and Diversity policy (E).

**University of Plymouth behaviours**

- Demonstrates self leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Uses sound business judgement