# Ref Number: 5664

**Position: College Librarian & LRC Manager**

**Salary: £34,877 to £37,708 p.a**

It is policy for the post holder to be placed at the bottom of the scale, except in exceptional circumstances

**Benefits include:**

* **Generous annual leave entitlement**
* **Staff Development Opportunities**
* **Free use of College gym**

The successful candidate will have a graduate or postgraduate qualification in a learning technology-related area or significant experience in a learning technology related role and libraries. They will have experience in managing and coordinating and enhancing teaching, learning and assessment with technology, and of working with a variety of learning technologies including Moodle and online resources. They will also have excellent planning, organisation and communication skills to manage themselves and a team of I-Learning Coaches and Assistants across the college campuses.

**Closing Date: 22/10/2020**

**Interviews Date: 06/11/2020**

**Equality of Opportunity**

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

**Safeguarding of Children and Vulnerable Adults**

The College is committed to safeguarding and promotes the welfare of all learner and expects its staff

to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred

person’s list check.

This post meets the definition of Regulated Activity as prescribed by the Independent Safeguarding Authority.

**College Values**

**A** Ambitious

**S** Success

**P** Professional

**I** Innovative

**R** Respect

**E** Engaging

**Job Description for**: **College Librarian and LRC Manager**

**Grade:**

**Directorate:** Quality & Student Experience

**Job Purpose**

To manage and develop the Learning Resource Centres and associated staff across the two main College campuses. To gain and retain the COLRIC standard for the college. To ensure that the Centre develops and provides on-line resources to facilitate the learning of students and develop an enrichment offer to support digital skills updating for college learners. To manage a dedicated budget for resources within the LRCs.

**Duties and Responsibilities:**

* To manage and develop the LRC services across the College.
* To contribute specialist knowledge of on line resource development and access for students to maintain and modernise the service.
* To manage core staff functions and associated specialist activities.
* To manage allocated staff, rotas and associated duties across the two main campuses.
* To negotiate with Directorates in the development of timetables for self directed study or digital skills development for students who will use the Learning Resource Centres. To organise and timetable supported independent learning sessions to underpin curriculum activities and support blended learning & digital skills
* To ensure that there is effective communication with Directorates to ensure that services meet the needs of students and teachers.
* To monitor student attendance data within Learning Resource Centres and produce reports as required.
* To organise, timetable and staff the online element of initial and diagnostic assessment as part of IAG and admissions and enrolments for new learners into college
* To innovate and support the development of new learning resources for access using the learner VLE.
* To ensure that LRC staff have the relevant training to allow them to operate effectively and use resources.
* To support the marketing of LRC resources and services, and ensure that the LRC collects student feedback, and acts to maintain customer satisfaction.
* To undertake annual review and achievement of KPIs and action plan for further development through the college self-assessment process.
* To initiate and lead projects to ensure that the LRC service is innovative, and constantly developing.
* Any other duties relevant to the post.

# Person Specification

The criteria shown below are considered to be essential to the requirements of the post. The selection panel will be looking for evidence of these criteria in your application form, any testing or technical assessments procedures used and the interview(s) only. You should use the further information section of the application form to address the criteria shown below.

# Qualifications

* Degree in relevant field (essential)
* L2 English and Maths (essential)
* Postgraduate qualification in librarianship or information management EG CILIP accredited (desirable)

**Experience**

* Managing staff and resources in a learning resource environment
* Broad knowledge of the development and usage of on-line learning materials
* Experience of initiating new ideas and developments in LRCs
* Liaising and negotiating with Directorates and staff to facilitate the delivering of on-line learning.
* Establishing, implementing and maintaining systems, with appropriate recording and reporting.
* Working in a multi-disciplinary environment, which makes extensive use of a varied range of learning -technologies.
* Operating in a flexible working environment, which is highly customer focused

**Skills and Knowledge**

* Expertise in people management
* Proven experience of initiating new ideas and developments-
* Effective liaison skills with young people and adults
* In depth knowledge of the use of ILCT in learning including the use of VLE, e-resources, and up to date IT packages.
* Knowledge of the further education environment.
* Supporting clients with mixed abilities
* Concept and application of independent study involving large numbers of students