

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Academic Engagement Manager
Grade	7
Post to which directly responsible	Head of Academic Engagement and Resources
Posts for which directly responsible	Direct reports: Academic Engagement Librarians, Copyright Librarian
Purpose of Job	
<p>To lead Library and Learning Service's (LLS) work to engage with the university community, taking a proactive, partnership approach to working with Schools and other Services to ensure LLS is meeting their needs and our value is understood.</p> <p>To lead the Academic Engagement Team to develop and maintain trusted relationships with a range of stakeholders and to identify strategic opportunities for LLS to support Schools to deliver outcomes for the University.</p> <p>To lead LLS advocacy and communication activities, promoting services and resources to users, and providing a conduit for information to/from the service. To lead the team to connect stakeholders with the full range of LLS services and teams and to ensure that LLS is highly visible beyond its physical sites through frequent presence in Schools.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To lead the Academic Engagement Team to build and maintain positive and ongoing relationships with academic and professional colleagues Schools and other services, establishing effective communication, reporting and engagement channels, in order to provide advice on and connect them to LLS services. 2. To develop an academic engagement strategy with the aim of nurturing relationships and strengthening partnerships between LLS and Schools, so that our services and resources best meet the needs of our academic community. 3. To lead the team to build and maintain a good understanding of School needs, drivers and priorities, including curriculum development, and to ensure that School-level intelligence is fed back into LLS to inform service development, projects and initiatives, ensuring that the service remains agile and aligned to the work of our academic community. 4. To champion LLS's service and resources with Schools and other services, representing LLS and contributing actively to Committees and Working Groups. To ensure that LLS initiatives and projects are communicated in a way that is relevant and understood by stakeholders and to identify where LLS could add further value to the wider University. 5. To oversee the provision of LLS's Copyright Advice Service. 6. To develop and use data, customer insights, student experience surveys and reports to inform and recommend on service improvements, performance measures and standards leading to contemporary and relevant services and resource provision. 	

7. To lead the team to have productive discussions on information resource provision with academic staff in Schools, to ensure LLS acquires and provides access to high quality, value for money resources which support current learning, teaching and research activity.
8. To support the team to maintain a good understanding of all areas of LLS (current and planned) and to liaise with LLS colleagues on School needs and priorities, maintaining positive ongoing relationships across all Library teams to support the two-way flow of information and ideas and alignment of strategic priorities.
9. To provide leadership to teams of colleagues, communicating the vision, values and direction of our service and University and delivering change in a positive, proactive and consultative way.
10. To be an effective manager, leading on recruitment, management of performance and attendance and motivating, engagement and developing colleagues to delivery customer-focused services. To develop objectives and to ensure work is delivery ed to agreed standards in line with University policies and procedures.
11. To act as one of the managers in the Engagement and Resources Team, contributing to the management and future direction and transformation of the service, ensuring the provision of innovative, inclusive student-centred services aligned with the University's strategic framework and the broader Library Plan.
12. To take responsibility for their continued professional development, developing skills and knowledge and sharing that expertise with colleagues.
13. To represent Library and Learning Services in a positive and professional way, participating in Library and University activities such as clearing, open days, welcome, graduation and other relevant events.
14. To occasionally lead / attend meetings on behalf of the Head of Service and take on any other duties commensurate with the grade.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Safety, Health and Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Physical Conditions

The Academic Engagement Team works across both City and Headingley campuses. A limited amount of home working may be possible. Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.

Relationships

You will work with teams across Library and Learning Services, and will have frequent contact with staff in other professional services, and with academic and administrative staff in the Schools.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade TBC (£XXX). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement begins at 38 days.
Hours of work per week = 37

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date

xxx(midnight)

Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxx on either 0113 812xxxx or xxxxxxx@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Academic Engagement Manager	Grade 7
-------------------	------------------------------------	----------------

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. A degree and/or relevant professional experience / qualification	✓	A
2. Experience of academic engagement within an HE setting and of building and maintaining effective relationships with stakeholders.	✓	Application/ Interview
3. Proven experience of effectively leading, managing and motivating staff to deliver high quality services, managing and motivating staff to meet objectives and standards, with improved staff performance and development.	✓	Application/ Interview
4. Strong understanding of current issues relating to academic libraries, academic schools/faculties and to HE more widely.	✓	Application/ Interview

Performance Attributes	Method of Assessment (Application/ Interview/Test/Other)
Please note that all the following criteria are essential .	
PLANNING & ORGANISATION	Application/ Interview
5. Evidence of the ability to translate strategic priorities into customer focused, deliverable plans, analysing complex data and evidence where necessary and aligning resources to the requirements of the service.	
SERVICE DELIVERY	Application/ Interview
6. Proven track record in delivering change and service developments successfully in a positive, proactive and consultative way, in line with changing customer needs and expectations, with a commitment to continuous improvement.	
TEAMWORK	Application/ Interview
7. The ability to work collaboratively with a wide variety of staff to deliver shared objectives, demonstrating excellent influencing and negotiating skills to address issues and deliver results, and the confidence to lead a team in adapting to change.	
COMMUNICATION	Application/ Interview
8. Excellent interpersonal, diplomatic, influencing and negotiation skills, and an ability to communicate and forge effective working relationships with colleagues and stakeholders within the service and wider University.	

<p>CREATIVITY & INNOVATION</p> <p>9. A flexible and innovative approach, demonstrating a positive and proactive attitude to change; the ability to respond to changing priorities and to identify opportunities for the service, anticipating trends and future demand.</p>	<p>Application/ Interview</p>
<p>LEARNING & DEVELOPMENT</p> <p>10. A commitment to continuing professional development, and the ability to manage and support performance across the team.</p>	<p>Application/ Interview</p>
<p>Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.</p>	