

Faculty/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Academic Skills Manager
Grade	7
Post to which directly responsible	Head of Academic Engagement and Resources
Posts for which directly responsible	Academic Skills Team Direct Reports: Academic Skills Advisors; Academic Skills Officers
Purpose of Job	
<p>The Academic Skills Manager leads the delivery of academic skills within Academic Engagement and Resources, ensuring that a range of opportunities are available to enable students to develop their academic skills, both within and outside the curriculum. The post holder manages a team of Academic Skills Advisors to deliver tailored support in the curriculum, as well as providing Skills for Learning workshops, website and online modules. The post holder works closely with the Head of Academic Engagement and Resources and the Academic Engagement Manager to understand the needs of the Schools and individual course teams, and of students themselves, in developing their academic skills, and creatively develops the services of the Academic Skills team to meet those needs.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To work closely with the Head of Academic Engagement and Resources and the Academic Engagement Manager in planning and leading the work of the Academic Skills team. 2. To line manage the team of Academic Skills Advisors and Officers who provide Skills for Learning services, carrying out new staff inductions, developing objectives and managing performance to ensure work is delivered to agreed standards in line with University policies and procedures, managing attendance and recruitment, and motivating and developing staff with a mix of skills and experience. 3. To lead the team in liaising and building partnerships with key stakeholders to understand the needs of the Schools in terms of academic skills development for their students, and to ensure that the Academic Skills Advisors deliver embedded academic skills teaching and blended learning aligned with the needs of the Schools. 4. To contribute to the delivery of academic skills teaching and support, as required. 5. To lead the continued development of the Skills for Learning website and range of blended learning materials, including the set of online study modules, ensuring that these are of high quality, make use of different learning technologies as appropriate, and are provided in formats that are adaptable to meet a variety of teaching and learning needs. 6. To gather best practice and current trends in the delivery of academic skills and learning development in a higher education environment and feed this knowledge into service development. 7. To develop, monitor and evaluate relevant quality measures, producing reports to demonstrate performance and impact, as required, and feeding this into service improvement and development. 8. To maintain awareness of students' needs in terms of providing a responsive programme of generic workshops and online support, targeting specific needs at appropriate points in the academic year, and using creative approaches to engage students in their academic skills development. 9. To identify, initiate and lead projects within LSS, and to contribute to projects and initiatives across the institution, as required. 	

<p>10. 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.</p> <p>11. To occasionally lead / attend meetings on behalf of the Head of Service and take on any other duties commensurate with the grade.</p>
<p>Equal Opportunities</p> <p>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.</p>
<p>Health and Safety</p> <p>You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.</p>
<p>Physical Conditions</p> <p>The Academic Skills Team works across both City and Headingley campuses. A limited amount of home working may be possible.</p> <p>Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and campuses as appropriate.</p>
<p>Relationships</p> <p>You will work with teams across Library and Student Services and will have frequent contact with staff in other professional services, and with academic and administrative staff in the Schools.</p>
<p>Terms & Conditions</p> <p>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.</p> <p>Salary is currently within Grade 7 (£). 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.</p> <p>Annual leave entitlement is 38 days. Hours of work per week = 37.</p>
<p>Probationary Period</p> <p>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.</p>
<p>Pre-employment Health Assessment</p> <p>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.</p>
<p>Qualifications</p> <p>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.</p>
<p>Closing Date</p> <p>XXXX (Midnight)</p>

Please complete an online application. If you are unable to complete an online application, please contact the HR Recruitment Team on either 0113 8121821 or HRrecruitment@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Leeds Beckett University – Employee Specification

Ref:

Post Title	Academic Skills Development Manager	Grade 7
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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 or postgraduate qualification in a relevant field.	✓	Application
2. Experience of teaching and of designing teaching and learning materials within an academic skills context is essential. Achievement of a teaching qualification and Fellowship of the Higher Education Academy are desirable (or the latter within one year of appointment).	✓	Application/Interview/Other
3. Evidence of effective leadership, management, financial and planning skills in a dynamic environment.	✓	Application/Interview/Other

Performance Attributes	Method of Assessment (Application/Interview/Test/Other)
Please note that all the following criteria are essential .	
4. Service Delivery Commitment to delivering a high quality customer-led service through a culture of continuous quality improvement, and to developing services in line with changing customer needs and expectations.	Application/Interview/Other
5. Service Delivery A flexible and innovative approach, demonstrating a positive and proactive attitude to change and the ability to respond to changing priorities, with the confidence to lead a team in adapting to change.	Application/Interview/Other
6. Teamwork Excellent interpersonal and communication skills, and an ability to forge effective working relationships with colleagues and stakeholders both within and beyond the service.	Application/Interview/Other
7. Teamwork 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.	Application/Interview/Other
8. Creativity & Innovation A creative approach to the development and delivery of online and blended learning and to the use of learning technologies in the delivery of academic skills teaching and support.	Application/Interview/Other
9. Learning & Development Knowledge of current developments and future trends in the delivery of academic skills and learning development within Higher Education.	Application/Interview/Other
10. Learning & Development	Application/Interview/Other

A commitment to continuing professional development, and the ability to manage and support performance across the team.	
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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.