

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Academic Skills Officer
Grade	4
Post to which directly responsible	Academic Skills Manager
Posts for which directly responsible	None
Purpose of Job	
<p>To provide advice and guidance to academic staff and students to help them to develop their academic, information and digital skills, as part of the Academic Skills Team.</p> <p>To provide comprehensive support and administrative functions for the delivery of the academic skills training programmes and related support materials.</p> <p>To provide support for the Team's work, systems, processes and promotional activities.</p>	
Responsibilities	
<ol style="list-style-type: none">1. To provide opportunities for students to develop their academic, information and digital skills, both in person and online, including through 1-to-1 appointments, workshops, website resources and online modules.2. To develop, deliver and support teaching and online learning on general skills topics, for example, referencing, working independently and creatively to design resources to meet student need.3. To provide advice and guidance to students, academic staff and other stakeholders with academic skills queries and on services offered by the Team, as a first point of contact for initial enquiries.4. To provide administrative support for the work of the Team and to work independently to streamline and develop administrative systems and processes, including use of key university systems where appropriate.5. To analyse data relating to service usage, providing regular reports, statistics and data to support the evaluation of services, measurement of service standards and to aid decision making.6. To coordinate and develop all academic skills publicity and promotion materials and activities, both physical and online, to increase visibility of the academic skills development offer from LLS.7. To support the Team's activities working with students, for example peer support initiatives.	

8. To participate in relevant staff development activities and to develop new skills and competencies to meet the changing needs of the service. To assist in the training and mentoring of new staff and student workers.
9. To deliver our established excellent customer service practice, supporting the continuous enhancement of our service levels e.g. response times, quality of support and service availability.
10. To participate in and contribute to the work of various project groups and quality improvement teams as required.
11. 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.
12. To undertake any other duties commensurate with the grade of the post as requested by the line manager or other senior staff.

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 Skills Team works across both City and Headingley campuses. A limited amount of home working may be possible.

Appointment is to Library and Student Services and the postholder will be expected to work flexibly across services and work locations as appropriate.

Relationships

Line Managed by the Academic Skills Manager, and accountable to the Head of Engagement and Resources. The postholder will work closely with staff and managers across the service and will work with and support the academic, administrative, technical and managerial staff of the University.

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 4 (£). 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 28 days.
Hours of work per week = 37.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 6 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.

Leeds Beckett University – Employee Specification

Ref:

Post Title	Academic Skills Officer	Grade 4
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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 and relevant professional experience / postgraduate qualification	✓	Application
2. Experience of supporting learners to develop their skills and understanding in an academic skills or related area.	✓	Application/ Interview
3. Evidence of the ability to use IT to a good standard and to exploit systems confidently	✓	Application/ Interview
4. Understanding of the impact of academic, information and digital skills development on student experience / outcomes	✓	Application/ Interview
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/ Interview/Test/ Other)
PLANNING & ORGANISATION 5. Proven ability to organise and prioritise own workload effectively and independently within an environment of competing demands and deadlines; and of the ability to work independently, demonstrating initiative and autonomy.		Application/ Interview
SERVICE DELIVERY 6. Evidence of working in a customer facing information service and commitment to a high level of customer care for a range of internal/external stakeholders.		Application/ Interview
TEAMWORK 7. Ability to work flexibly and collaboratively as a member of a multi-disciplinary team, demonstrating a willingness to learn and embrace change.		Application/ Interview
COMMUNICATION 8. Excellent interpersonal skills, including the ability to engage effectively with users, to identify their needs and to explain technologies and complex topics simply and clearly to non-specialists.		Application/ Interview

9. Excellent written communication skills, including the ability to analyse data and compile reports and to produce appropriate publicity materials.	
<p>LEARNING & DEVELOPMENT</p> <p>10. Appreciation of the importance of developing new skills, and of keeping up to date with developments in the sector, and also a willingness to train new staff and to mentor colleagues.</p>	Application/ Interview
<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>	