

**Leeds Beckett University – Job Description**

Ref:

<b>School/Service</b>	<b>Library and Learning Services</b>
<b>Section</b>	<b>Digital Learning and Research Services</b>
<b>Post Designation</b>	<b>Digital Library Experience Manager</b>
<b>Grade</b>	<b>7</b>
<b>Post to which directly responsible</b>	<b>Head of Digital Learning and Research Services</b>
<b>Posts for which directly responsible</b>	<b>Digital Experience Co-ordinator, Digital Experience Developer, Data and Analytics Co-ordinator, Digital Experience Advisors</b>
<b>Purpose of Job</b>	
To lead and manage a team of colleagues supporting the digital library experience; evaluate digital developments and prioritise enhancements; develop, implement and support digital library platforms, tools and data, including the Library Resources Platform, Library website, self-service and related technologies; engage users in development and adoption of interconnected digital platforms and their use in Library spaces; harness the relationship between people, technologies and data to promote a high quality user experience.	
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Line management responsibility for a team of colleagues including recruitment, inductions, communication, managing performance, professional development and attendance.</li> <li>2. To lead the team to develop and enhance data driven digital library platforms and services, and to oversee an interconnected experience involving people, processes, workflows, policies, technologies and data.</li> <li>3. To lead project and digital experience improvement groups and take a strategic lead in a major area of the team's activity, in agreement with the Head of Digital Learning and Research Services.</li> <li>4. To lead the team in liaising with suppliers, colleagues and students to identify, advocate for, and develop new functionality and capabilities in line with the current and future needs of the University community.</li> <li>5. To project manage major digital library developments, including the evaluation and enhancement of platforms and services in support of the digital experience, working with university stakeholders.</li> <li>6. To lead the team in ensuring users are supported / guided / trained in their use of library technologies, and in ensuring digital platforms and tools are accessible for a diverse range of users.</li> <li>7. To lead on evolving the Library data environment and workflows, aligning with university data strategy and tools. Ensure library data are prioritised and sourced accordingly, analysed and visualised to produce automated insights into users' experience of library technologies and services</li> <li>8. 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.</li> <li>9. To arrange and participate in relevant colleague and team development activities, to develop new skills and competencies to meet the changing needs of the service; mentor and coach colleagues as needed.</li> <li>10. To ensure compliance with legislative and policy requirements including web accessibility, data protection, copyright, intellectual property, licensing and related University regulations.</li> <li>11. To occasionally lead / attend meetings on behalf of the Head of Service, and take on any other duties commensurate with the grade.</li> </ol>	

<b>Equal Opportunities</b>
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.
<b>Safety, Health and Wellbeing</b>
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.
<b>Physical Conditions</b>
The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus). Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.
<b>Relationships</b>
The postholder will work closely with colleagues and managers across the service and will work with and support the academic, administrative, technical, and managerial staff of the University.
<b>Terms &amp; Conditions</b>
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 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.  Annual leave entitlement is 38 days. Hours of work per week = 37.
<b>Probationary Period</b>
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.
<b>Pre-employment Health Assessment</b>
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.
<b>Qualifications</b>
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.
<b>Closing Date</b>
<b>xxx (midnight)</b>
Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxx on either 0113 812xxxx or <a href="mailto:xxxxxxx@leedsbeckett.ac.uk">xxxxxxx@leedsbeckett.ac.uk</a> who will be able to provide you with a hard copy application form.

<b>Post Title</b>	<b>Digital Library Experience Manager</b>	<b>Grade 7</b>
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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.

<b>Qualifications, Skills, Experience &amp; Knowledge</b>	<b>Essential</b>	<b>Method of Assessment</b> (Application/ Interview/Test/Other)
1. A degree in a relevant field e.g. library / digital / IT, and/or relevant professional experience / qualification	✓	Application
2. Evidence of the ability to manage and advocate for complex technologies and data.	✓	Application/ Interview/Other
3. Evidence of management, organisational, planning and problem-solving skills.	✓	Application/ Interview/Other
4. Experience of successful delivery of technical projects to agreed timescales, and with strong stakeholder engagement.	✓	Application/ Interview/Other

<b>Performance Attributes</b>	<b>Method of Assessment</b> (Application/ Interview/Test/Other)
Please note that all the following criteria are <b>essential</b> .	
<b>SERVICE DELIVERY</b> 5. Committed to delivering a high-quality digital experience through a culture of continuous quality improvement and an understanding of changing customer needs and expectations.	Application/ Interview/Other
<b>SERVICE DELIVERY</b> 6. Demonstrates flexibility and a positive approach to recognising the need for change and making it happen and supporting colleagues in adapting to change.	Application/ Interview/Other
<b>TEAMWORK</b> 7. Demonstrates excellent interpersonal, communication and influencing skills to forge effective working relationships and inspire confidence in others; develops effective working relationships with colleagues and stakeholders within and outside of the service.	Application/ Interview/Other
<b>TEAMWORK</b> 8. Evidence of effective leadership, management, and motivation of colleagues in the delivery of services within a dynamic environment.	Application/ Interview/Other
<b>LEARNING &amp; DEVELOPMENT</b> 9. Knowledge of developments in library technologies, and an appreciation of the potential of these technologies to enhance the experience of users in higher education.	Application/ Interview/Other
<b>LEARNING &amp; DEVELOPMENT</b> 10. Understanding and knowledge of the higher education sector and the strategic role of libraries in supporting learning, teaching and research.	Application/ Interview/Other

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. Further details are available on our [website](#).