

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services (LLS)
Section	Academic Engagement and Resources
Post Designation	Head of Academic Engagement and Resources
Grade	9
Post to which directly responsible	Director of Library and Learning Services
Posts for which directly responsible	Academic Engagement and Resources team. Direct line reports: Academic Skills Manager, Academic Engagement Manager, Resources and Discovery Manager
Purpose of Job	
<p>To support the Director in developing and implementing the long-term strategic direction and transformation of Academic Skills, Engagement and Resources within Library and Learning Services, ensuring that they provide effective support and resources in support of the University's teaching, learning and research activities and aspirations.</p> <p>To lead the Resources and Discovery area in the acquisition, licencing and evaluation of physical and digital scholarly information resources, ensuring access to content and seeking maximum value in terms of cost, technical innovation and continuous service improvement.</p> <p>To lead the Academic Skills and Engagement teams to develop and maintain strong working relationships with the academic Schools to ensure that the service meets the needs of our academic community. To lead the development of innovative skills programmes to support academic success and career ready graduates. This role is responsible for developing frameworks and service models that strategically position LLS as a key partner in supporting academic success for our students.</p> <p>To act as a proactive member of Library and Learning Services Leadership Team, working collectively to support the library's contribution to the delivery of university strategies on learning, teaching and research.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To lead, manage and develop the Academic Skills, Engagement and Resources and Discovery teams so that they meet the academic Schools' research, learning and teaching needs and respond appropriately as these change and develop in line with internal priorities and external drivers. 2. To make an active and informed contribution to the Service's overall management and strategic direction as a member of the Service's Leadership Team. Develop a strong awareness of the University's academic developments and delivery, so that the team can make informed decisions. 3. To lead a culture of continuous improvement within all teams, systematically evaluating the range of feedback and metrics available, horizon scanning for innovation and best practice, and using this for decision making in resource provision and service development. 4. To maintain a strong awareness of the University's key academic and quality processes and procedures, so that the Service's input and contribution to these is appropriate and timely. 5. To lead the library's approach to academic engagement working proactively with senior staff in Schools to promote and advocate the benefits of the broad portfolio of library and learning services, our embedded academic and digital skills across the curriculum, and to ensure maximum use of information resources. 	

6. To lead the development and implementation of skills frameworks and programmes including face to face, virtual and embedded approaches, the development of online resources, and systems for effective monitoring and evaluation.
7. To lead the Resources and Discovery team in the effective acquisition and provision of all print and digital content, including through the reading list system, and in enabling easy access to all scholarly content purchased and curated by the Library.
8. To lead the strategic direction for content and discovery in response to changes in scholarly publishing and ensuring that the development of the collections meet the current and future teaching and research needs of the University.
9. To maintain current awareness and provide guidance, as required, concerning regulatory issues relating to the work of the team, including Intellectual Property Rights, Copyright, and the General Data Protection Regulation (GDPR).
10. To maintain a strategic oversight of the information resources budget and to annually update the Information Resources Plan. To review coverage and usage of resources to ensure best use is made of available budgets and provide specialist input to financial forward planning based on expert knowledge of changes in academic publishing and the licensing of content.
11. To lead and develop highly productive teams, setting direction and vision, building a positive and inclusive work culture, engaging colleagues in shared understanding and common goals, inspiring, delegating and empowering.
12. To develop standards, policies and processes and ensure compliance with legislative, regulatory and best practice requirements, capturing risks and maintaining records
13. To deliver services collaboratively through building relationships proactively with stakeholders across the service and university, and externally with suppliers and sector networks, representing the service with credibility and authority
14. To participate in external networks, and otherwise to keep abreast of current and future developments, using this intelligence to ensure that current practice at Leeds Beckett in academic support and information resource acquisition and management is sector leading.
15. To perform other duties commensurate with the grade of the post and to deputise for the Director as required.

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 postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus).
Relationships
The post holder will have direct responsibilities to the Director of Library and Learning Services. They will work with staff at all levels within the service, the wider University and externally with vendor and suppliers and collaborative partners.
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 9. 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.

Support Staff

Annual leave entitlement begins at 38 days

Hours of work per week = 37 hours

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 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	Head of Academic Engagement and Resources	Grade: 9
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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 substantial experience as a senior manager, leading in a large, complex institution, preferably in a higher education environment and contributing to university strategies to support learning, teaching and research.	✓	Application/Interview
2. Experience of designing and delivering academic skills and engagement programmes, strategic management of information resources and scholarly communication with an ability to manage their long-term strategic direction and continued transformation.	✓	Application/Interview/Test
3. Experience of leading and developing high performing teams – setting direction and vision, developing a positive and inclusive culture, engaging colleagues in shared understanding and common goals, inspiring, delegating and empowering	✓	Application/Interview/Test
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/ Interview/Test/Other)
PLANNING & ORGANISATION 4. Proven ability to plan and organise resources, to set and forecast budgets, ensuring funds are spent to target, prioritising and targeting and ensuring best value for money		Application/Interview
SERVICE DELIVERY 5. Ability to use research, data analysis and insights to understand academic, researcher and students' needs, for decision making, continuous improvement and for preparing high quality reports to communicate issues clearly and persuasively 6. Ability to develop standards, policies and processes and to ensure compliance with legislative, regulatory and best practice requirements, assessing risks and maintaining records		Application/Interview
TEAMWORK 7. Proven ability to build positive and high performing teams with effective working relationships with team members, demonstrating strong team leadership skills, the latter to include team engagement and motivation, team development, and performance management.		Application/Interview
COMMUNICATION 8. Excellent communication skills, including the ability to produce reports and presentations to a high standard, and to the service with credibility and authority both within and externally to the university		Application/Interview

<p>CREATIVITY & INNOVATION</p> <p>9. Evidence of the ability to think creatively and flexibly, with an enthusiastic and positive approach to the implementation of change, project management and service development.</p>	<p>Application/ Interview</p>
<p>LEARNING & DEVELOPMENT</p> <p>10. Appreciation of the importance of maintaining and developing professional skills and competences, of keeping up to date with developments in the sector and feeding this back into service enhancement, and an enthusiasm for developing the team using a range of approaches.</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>	