

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Student Experience
Post Designation	Learning and Technology Spaces Manager
Grade	Grade 7
Post to which directly responsible	Head of Student Experience
Posts for which directly responsible	Direct Reports: Learning Spaces Officer; Technology Spaces Coordinator; Technology Spaces Advisor; Learning Spaces Assistant
Purpose of Job	
<p>To lead on organising and delivering high quality, inclusive, customer focused learning and study spaces, providing a library environment that is inclusive and supports creativity, fosters connection and builds community.</p> <p>To lead on the development of new creative, technology rich spaces to support digital innovation and creativity. These new spaces will support the university strategy around engaged pedagogy, collaborative learning, student creativity and the broader digital campus.</p> <p>To lead the development and delivery of engagement programmes and training in the use of technology spaces to ensure students and the broader community adopt new technologies and make the best use of the spaces.</p> <p>To be responsible for coordinating the safety and security of the library buildings, its users and the LLS team.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To take a lead role in the management and development of library learning spaces and facilities across multiple sites so that the student experience of silent, collaborative and technology-enhanced study is optimised with consistent levels of service quality. 2. To lead on the development and operation of new, creative, technology-rich spaces including digital makerspaces, podcast and recording facilities, digital scholarships, as well as future technology-enhanced studios and labs developed as part of the library's estate planning work. 3. To lead on user engagement programmes, workshops and events to maximise the use of technology-rich spaces, embed into teaching and learning and to support student and staff digital capabilities. 4. To develop the library's space-as-a-service offering by promoting the service, coordinating bookings, providing support, tours and instruction on the use of technologies. 5. To oversee the housing of collections to ensure that students, staff and researchers can access the resources they need quickly and efficiently. 6. To lead on ensuring all spaces are inclusive, delivering relevant support for disabled and neurodivergent students, international students, students as carers and other identified groups and communities. 7. To create and evolve partnerships with a diverse range of colleagues, internally and externally to position the library as an important partner in digital education within the University. 8. To research and understand students study behaviour, making use of User Experience (UX) techniques, data and customer insights to recommend service improvements, prepare funding and grant proposals to enable the development and improvement of library learning spaces. 	

9. To take the lead co-ordinating the safety and security of the designated spaces and facilities for users, working closely with partners in the University.
10. To build productive relationships with stakeholders and internal and external partners in service delivery, identifying opportunities, and managing contracts/agreements and service levels.
11. To provide leadership to teams of colleagues, communicating the vision, values and direction of our university and delivering change in a positive, proactive and consultative way.
12. To provide leadership and effective management of the Learning and Technology Spaces team , promote employee engagement, and improve personal, team and operational effectiveness through collaborative work approaches.
13. To act as one of the managers in the Student Experience team, contributing to the management, future direction and transformation of Student Experience, ensuring the provision of innovative, inclusive student centred services aligned with the University's strategic framework and the broader Library Plan.
14. 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.
15. 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.

Health and Safety

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.

Physical Conditions

The Learning and Technology Spaces 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 campuses as appropriate.

Relationships

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 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 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

XXXX (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	Learning and Technology Spaces 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. Degree and/or relevant professional experience/qualification	✓	Application/ Interview
2. Proven experience effectively leading, managing and motivating, staff with improved performance and continued development,	✓	Application/ Interview
3. Knowledge of the role and purpose of libraries in higher education with the ability to design inclusive library spaces and services based on students' learning needs	✓	Application/ Interview
4. Knowledge of new and emerging technologies such as virtual/augmented/extended reality, makerspaces and other educational technologies, and their role within a modern library service.	✓	Application/ Interview

Performance Attributes	Method of Assessment (Application/ Interview/Test/Other)
Please note that all the following criteria are essential .	
PLANNING & ORGANISATION	
5. Evidence of the ability to translate strategic priorities into inclusive, customer focused, deliverable plans, with a demonstrated ability to lead and manage significant strategic projects.	Application/ Interview
SERVICE DELIVERY	
6. Ability to develop policies, procedures, processes and standards to ensure a high quality, efficient learning and technology spaces and to embed them within the day to day working of a large team	Application/ Interview
7. Evidence of ability to implement and use systems and technologies to develop and deliver state of the art technology enhanced spaces	
SERVICE DELIVERY	
8. A proven track record in delivering change and service developments for a library service successfully in a positive, proactive and consultative way.	Application/ Interview
COMMUNICATION	
9. Evidence of excellent interpersonal, communication and negotiation skills to develop effective working relationships with a wide range of colleagues and stakeholders.	Application/ Interview
CREATIVITY & INNOVATION	
10. Evidence of initiative to review, research understand and respond to the changing needs of customers, with a commitment to the continuous improvement of learning spaces and library services.	Application/ Interview
LEARNING & DEVELOPMENT	
11. Committed to own continuing professional development and that of team; manages and supports performance.	Application/ Interview

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.