

**Leeds Beckett University – Job Description**

Ref:

<b>School/Service</b>	<b>Library and Learning Services</b>
<b>Section</b>	<b>Academic Engagement and Resources</b>
<b>Post Designation</b>	<b>Resource Delivery Team Leader</b>
<b>Grade</b>	<b>6</b>
<b>Post to which directly responsible</b>	<b>Resources and Discovery Manager</b>
<b>Posts for which directly responsible</b>	<b>Direct Reports: Information Resources Officers</b>
<b>Purpose of Job</b>	
<p>To manage the service provided by the Resource Delivery Team to acquire and manage resources in a timely and cost-effective way, overseeing acquisition, reading list, digitisation and inter-library loan processes.</p> <p>To manage the team of Information Resources Officers to work flexibly and effectively across the different elements of the resource delivery, ensuring resources are provided efficiently and in line with the needs of our University community.</p>	
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To manage processes for the acquisition and purchasing of library content, in both print and digital formats, to support University teaching and research activities.</li> <li>2. To co-ordinate the work of the Resource Delivery Team to acquire materials on reading lists and required by LBU staff and students in the most appropriate way and complying with University financial regulations and copyright licences, through purchase, digitisation and inter-library loan.</li> <li>3. To develop and maintain effective relationships with internal stakeholders to understand requirements and streamline processes, and with external suppliers to ensure efficient service delivery and future opportunities.</li> <li>4. To manage specific budgets within the Information Resources fund, including providing financial reporting to inform planning and decision making, and to regularly review acquisitions models and engage with external networks, to maximise spending power and ensure value for money.</li> <li>5. To enable reciprocal borrowing of library resources by supplying inter-library loan stock to other UK institutions, managing related policy and system issues.</li> <li>6. To develop and use data and customer insights to inform and recommend service improvements, performance measures and standards leading to contemporary and relevant services and resource provision.</li> <li>7. To support the continual improvement and development of systems to maximise user engagement and enhance user experience of library content.</li> <li>8. To manage the team of Information Resources Officers, communicating the vision, values and direction of our service and University and delivering change in a positive, proactive and consultative way.</li> <li>9. To be an effective manager, supporting recruitment, management of performance and attendance and motivating, engagement and developing colleagues to delivery customer-focused services. To develop objectives and to ensure work is delivered to agreed standards in line with University policies and procedures.</li> <li>10. To take responsibility for their continued professional development, developing skills and knowledge and sharing that expertise with colleagues.</li> </ol>	

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 required 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 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 campuses as appropriate.

### **Relationships**

You will work with teams across Library and Learning Services, and will have frequent contact with staff in other professional services, and with academic and administrative staff in the Schools.

### **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 6 (£). 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**

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxxx on either 0113 812xxxx or [xxxxxxx@leedsbeckett.ac.uk](mailto:xxxxxxx@leedsbeckett.ac.uk) who will be able to provide you with a hard copy application form.

<b>Post Title</b>	<b>Resource Delivery Team Leader</b>	<b>Grade 6</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 and/or relevant professional experience / qualification.	✓	Application
2. Experience of the acquisition and provision of library resources, including budget management and the use of library / resource management systems.	✓	Application/ Interview
3. Experience of managing and motivating staff to deliver high quality services and to meet objectives and standards, with improved staff performance and development.	✓	Application/ Interview
4. A good understanding of current issues around the academic publishing landscape and its impact on the provision of information resources in academic libraries.	✓	Application/ Interview

<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>PLANNING &amp; ORGANISATION</b>	Application/ Interview
5. Evidence of the ability to translate strategic priorities into customer focused, deliverable plans, aligning resources to the requirements of the service.	
<b>SERVICE DELIVERY</b>	Application/ Interview
6. A commitment to delivering a high-quality customer-led service through a culture of continuous quality improvement, analysing and providing statistical and financial data to support decision making.	
<b>TEAMWORK</b>	Application/ Interview
7. 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, and the confidence to lead a team in adapting to change.	
<b>COMMUNICATION</b>	Application/ Interview
8. Excellent interpersonal and communication skills, and an ability to forge effective working relationships with colleagues and stakeholders both within and beyond the service.	
<b>CREATIVITY &amp; INNOVATION</b>	A/I

9. A flexible and innovative approach, demonstrating a positive and proactive attitude to change and the ability to respond to changing priorities, maintaining service standards whilst meeting deadlines.	
<b>LEARNING &amp; DEVELOPMENT</b> 10. A commitment to continuing professional development, and the ability to manage and support performance across the team.	A/I
<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 <a href="#">click here</a> for further details.</p>	