

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Resources and Discovery Manager
Grade	7
Post to which directly responsible	Head of Academic Engagement and Resources
Posts for which directly responsible	Direct Reports: Resource Delivery Team Leader, Metadata Librarian, Information Resources Librarians, Archive and Special Collections Officer
Purpose of Job	
<p>To lead the Resources and Discovery Team to acquire, manage, evaluate and provide access to library content, with a clear focus on discoverability and accessibility. Ensure that library resources are expansive, up-to-date, relevant and of high quality, and that they meet the learning, teaching and research needs of the University.</p> <p>To provide expertise in the provision, management and future development of the University's information resource collections, ensuring that our key systems link users to resources effectively to inform decision making.</p> <p>To manage the Information Resources budget to ensure efficient and cost-effective access to resources for the University community, with a focus on acquiring current, sustainable and accessible resources.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To be responsible for the team's work in the acquisition, digitisation, inter-library loan and management of library resources in print and digital formats, using effective and efficient systems and procedures, ensuring that they meet the teaching, learning and research needs of the University. 2. To coordinate and monitor expenditure on the LLS Information Resources budget to ensure resource sustainability, value for money and return on investment and that it is spent effectively and in compliance with University financial regulations, working with members of the University Finance team and the LLS Leadership team. 3. To make recommendation for purchase and subscription, reviewing and analysing regional and national deals for content where required, ensuring best value for the University and using stakeholder feedback to inform decision-making. 4. To work with the Head of Engagement and Resources to review and develop the Information Resource Plan to clearly outline LLS's approach to resource provision and discovery, and to work with the Academic Engagement Team to engage with academic colleagues on discussions relating to resources and to promote their use and impact. 5. To be responsible for ensuring compliance with legislative requirements and licences relating to the use of electronic information resources. 6. To work with the Digital Library Team to ensure the continual improvement and development of systems relating to the management, discovery and authentication of resources (including library management system and reading list system), working closely with suppliers and feeding in user insights, to maximise user engagement with and enhance user experience of library content. 	

7. To build productive relationships with stakeholders and internal and external partners in service/resource delivery, negotiating and managing subscription, agreements, and service levels with resource / system suppliers, providers and sector bodies.
8. To monitor the publishing landscape and to coordinate LLS's contribution to sector wide consultations/negotiations.
9. To develop and use data, customer insights and reports to inform and recommend on service improvements, performance measures and standards leading to contemporary and relevant services and resource provision.
10. To oversee development and use of the LBU special collections and archive.
11. To provide leadership to a team of colleagues, communicating the vision, values and direction of our service and University and delivering change in a positive, proactive and consultative way.
12. To be an effective manager, leading on recruitment, management of performance and attendance and motivating, engagement and developing colleagues to deliver customer-focused services. To develop objectives and to ensure work is delivered to agreed standards in line with University policies and procedures.
13. To act as one of the managers in the Engagement and Resources Team, contributing to the management and future direction and transformation of the service, ensuring the provision of innovative, inclusive student-centred services aligned with the University's strategic framework and the broader Library Plan.
14. To take responsibility for their continued professional development, developing skills and knowledge and sharing that expertise with colleagues.
15. 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.
16. 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.

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 Student 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 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

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.

Post Title	Resources and Discovery 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. A degree and/or relevant professional experience / qualification	✓	Application
2. Significant experience in the acquisition, management and provision of information resources within an HE setting and of managing and monitoring budgets effectively.	✓	Application/Interview
3. Proven experience of effectively leading, managing and motivating staff to deliver high quality services, managing and motivating staff to meet objectives and standards, with improved staff performance and development.	✓	Application/Interview
4. Strong understanding of current issues around the academic publishing landscape and its impact on the provision and discovery of information resources in academic libraries.	✓	Application/Interview
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/Interview/Test/Other)
PLANNING & ORGANISATION 5. Evidence of the ability to translate strategic priorities into customer focused, deliverable plans, aligning resources to the requirements of the service.		Application/Interview
SERVICE DELIVERY 6. Proven track record in delivering change and service developments successfully in a positive, proactive and consultative way, in line with changing customer needs and expectations.		Application/Interview
TEAMWORK 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.		Application/Interview
COMMUNICATION 8. Excellent interpersonal, communication and negotiation skills, and an ability to forge effective working relationships with colleagues and stakeholders within the service and wider University, and with external suppliers, providers and sector bodies.		Application/Interview

<p>CREATIVITY & INNOVATION</p> <p>9. A flexible and innovative approach, demonstrating a positive and proactive attitude to change and a commitment to continuous improvement, and the ability to respond to changing priorities.</p>	Application/Interview
<p>LEARNING & DEVELOPMENT</p> <p>10. A commitment to continuing professional development, and the ability to manage and support performance across the team.</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>	