Faculty/Service	**Library and Learning Services**
Section	**Student Experience**
Post Designation	**Technology Spaces Coordinator**
Grade	**5**
Post to which directly responsible	**Learning and Technology Spaces Manager**
Posts for which directly responsible	

Purpose of Job

To coordinate the delivery of high quality, customer focused technology enhanced learning spaces that are inclusive and supports creativity.

To deliver a programme of training and development for staff from across the university on making use of our technology spaces to support teaching and learning.

To deliver training and support to students to give them the skills and knowledge to make the best use of our spaces to foster creativity and innovation.

Responsibilities

1. To coordinate the operational management of technology-rich space, troubleshooting and maintaining the technology and ensuring efficient operations.
2. To develop policies and procedures to ensure efficient and effective provision of technology-rich library spaces.
3. To take into consideration the diverse needs of users, including disabled and neurodivergent students, to deliver technology rich spaces, accessible to all.
4. To provide user focused support and develop guidance material to support users.
5. To deliver training and activities to build the skills of a diverse range of students and staff in the use of technology services with various levels of skills, knowledge and experience.
6. To contribute towards the design and development of technology-rich spaces.
7. To build productive relationships with stakeholders and internal and external partners in service delivery, identifying opportunities, and managing contracts/agreements and service levels.
8. To collect, analyse, interpret and present data for a range of audiences to support the ongoing development of technology spaces.
9. To develop, formalise, and implement both short-term and long-term plans, goals, and objectives for technology-rich library spaces.
10. To participate in the development of library space project plans, designs, scheduling and project budget preparation.
11. To maintain an awareness of trends in technology rich learning spaces to anticipate the needs of our students and to make recommendations on the future of spaces and technology.
12. To take responsibility for their continued professional development, developing skills and knowledge and sharing that expertise with colleagues.
13. 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.
14. Any other duties appropriate to 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.

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 closely with managers and staff in the services and the University to support the operations of the Library.

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 5 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 28 days.
Hours of work per week = 37.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 6 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.

Post Title	Technology Spaces Coordinator	Grade 5

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 equivalent experience in a relevant field of work, with an understanding of the student experience	✓	Application / Interview
2. Awareness of new and emerging technologies, such as virtual, augmented and mixed realities, makerspaces and other educational technologies, and their role within a modern library service.	✓	Application / Interview
3. Experience of supporting learners to develop their skills and understanding in the use of technology.	✓	Application / Interview
4. Strong IT skills, with experience demonstrating knowledge of a wide range of systems.	✓	Application / Interview

Performance Attributes Please note that all the following criteria are **essential**.	Method of Assessment (Application/ Interview/Test/Other)
PLANNING & ORGANISING 5. Evidence of successful project delivery, including stakeholder engagement through to solution design, development, and implementation.	Application / Interview
SERVICE DELIVERY 6. Understanding of the impact of digital skills development on student experience / outcomes	Application / Interview
SERVICE DELIVERY 7. Ability to produce support and guidance materials for colleagues and students in a variety of media, tailored to the audience	Application / Interview
TEAMWORK 8. An ability to develop and deliver training and coaching plans for colleagues and to mentor new members of staff.	Application / Interview
COMMUNICATION 9. Evidence of excellent interpersonal and communication skills to establish professional and credible relations with colleagues, students and external contacts.	Application / Interview
LEARNING & DEVELOPMENT 10. Evidence of a commitment to training and Continuing Professional Development, ensuring up-to-date professional knowledge and awareness of developments within the University and Sector.	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.	