

Job Description

Job title	Head of Library and Learning Services (SaAS18/14)
School/Service	Library and Student Services
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 10
Hours/FTE	Full Time, 1.0fte
Date prepared	May 2019

Job Purpose

Directly responsible for the strategic leadership of services within the portfolio of Library and Learning Services and for leading and developing significant strategic projects in order to enhance student engagement and success. Providing outstanding leadership and motivation to dedicated teams, the post holder is ultimately responsible for providing strategic and operational leadership for the University's Library and Learning services and Informal Learning Environments across the University with a particular focus on our new flagship development – the Catalyst Building that will open to our community in 2021.

To establish and drive forward a digitally innovative service, which is at the cutting edge of technology within the sector and which enables access to resources, services and support for all students.

Relationships

Reporting to: Director of Library and Student Services

Responsible for: Customer Services, Library and Information Services, Academic Skills, Research Support

Main Activities

Core Responsibility

1. Support the Director of Library and Student Services in developing a holistic approach to student support and learning services.
2. Develop and promote access to, and best use of, the Library collections and resources in line with shifting student and academic needs
3. Accountability for budgetary planning for the overall Service in line with the University's annual planning cycle, ensuring departmental budgets are developed, agreed and effectively managed;
4. Ensure there is appropriate provision of services on all University campuses, adapting services depending on demand, priorities and location;
5. Promote and drive digital innovation and development leveraging the benefits of technology across the full

range of services.

6. Act as expert adviser to the Director of Library and Student Services and the University Executive, representing them internally and externally on matters relevant to the student experience;
7. Position the University at the forefront of new developments in Open Access, research data management, bibliometrics and digital preservation

Strategic Planning

8. Significantly contribute to and influence University wide policy and strategy relating to the student experience.
9. Have a strategic overview of the delivery and support of digital innovations and infrastructure
10. Development of highly effective systems for strategic planning including the publication of key strategies and annual action plans.
11. Maintain an in-depth knowledge of best practice and keep abreast of developments in the HE sector to inform strategic planning, policy and service development.
12. Ensure that Library and Learning Services strategy, policies and services are aligned with the University Strategy and oversee and monitor implementation of these.

Leading staff

13. Responsibility for the overall strategic leadership of teams within Library and Learning Services.
14. Ensure that staff are provided with inspirational leadership and experience highly effective management practices.
15. Continually build organisational capacity through effective leadership and communication, creating and developing a highly effective Service.
16. Ensure the development of a culture of outstanding performance and commitment to service excellence through a visionary leadership style.

Partnership Working

17. Develop and embed a culture of partnership working, which includes students, Staffordshire University Students' Union, University Schools, Professional Services, and external services.
18. Develop and maintain relationships with relevant external services, partners and agencies.
19. Represent the University effectively and engage fully in important external networks, identifying and anticipating opportunities for the Library to play a key role in supporting the University's engagement with sectoral and national initiatives such as the Teaching Excellence Framework (TEF) and Knowledge Exchange Framework (KEF)

Special Conditions

The role holder will be expected to operate flexibly, sometimes out of office hours.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be using a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Ian Munton, Director of Library and Student Services (Tel) 01782 294688 (Email) ian.munton@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.