

###### Job Description and Person Specification

**Job Title:** Learning Resource Manager

**Location:** Fashion Retail Academy

**Reporting to:** Head of Curriculum

**Salary:**  Circa £33,000 Per annum

**Contract hours:** 37 hours p/w

**The Job**

Working with academic colleagues you will welcome the opportunity to develop the collections in the support of the curriculum. Your experience of delivering user education through the effective use of emerging technologies will enhance the student learning experience and ensure that our students get the best from the learning resources provided.

With excellent communication and presentation skills, along with experience of working in an academic library, you will demonstrate your ability to lead, manage and motivate the Library team.

The ideal candidate will be a qualified librarian with significant experience in the FE or /and HE Sector. You will initiate and implement processes and procedures while anticipating difficulties and identifying practical solutions. Working hours may vary in accordance with the requirements of your role.

Fashion Retail Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Duties and responsibilities:**

* Management of the Library and Learning Hub, staff and its services.
* Supervision of 2 library assistants
* Responsible for safety and security in the Library and Learning Hub
* Management of an enquiry service and the dissemination of information.
* In discussion with academic teams concerned, the selection and provision of library materials appropriate to curriculum, level of course and number of students.
* Leadership of information literacy program for FE and HE students, including in-class presentations.
* Attendance at monthly managers meetings
* Promotion and circulation of materials to encourage effective use of the library resources.
* Responsible for periodical and database subscriptions
* Development and administration of an information skills programme appropriate to the courses.
* Budgetary responsibility for expenditure on library materials.
* Day to Day supervision of 2 IT suites
* Supervision of students while in the library area.
* Helping students and staff use photocopiers, internet, online databases and IT equipment.
* Compilation of monthly statistics
* To undertake health and safety duties and responsibilities appropriate to the post.
* A commitment to the Academy’s Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.
* A commitment to your own development and that of your staff through effective use of the Academy’s appraisal scheme and staff development process

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Knowledge** | * Understanding and commitment to academic librarianship in the context of current and professional educational developments. |  |
| **Skills** | * Well-developed interpersonal and communication skills. * Service delivery skills. * Ability to work independently. * Ability to work under pressure. * Good organisation skills. * Ability to work effectively as part of a team. * IT skills and skills using electronic resources and databases. |  |
| **Experience and qualifications** | * Degree in relevant subject area. * Postgraduate diploma or a degree in Library and Information Studies, or equivalent. * Relevant experience of library work, preferably in an academic library. * Experience of an automated library system. * Experience of the application of information technology in the delivery of library services. * Experience and interest in working in the subject area covered by the Academy. | * Minimum of one year post graduate. * Experience of delivering an information literacy programme * Experience of managing a budget |
| **Attributes/ personal characteristics** | * Friendly and confident. * Professional approach. * Flexibility and an ability to adapt to change. * Commitment to delivery of a high quality services. * Commitment to equal opportunities * Commitment to safeguarding. * Enthusiasm for service to users. |  |

***Living and practicing the Fashion retail Academy’s values:***

**PROFESSIONAL –** working with the utmost of honesty and integrity in all that we do, we care about the outcome

**GOING THE EXTRA MILE –** more than a statement, it’s a state of mind. We have rigour and a relentless focus on the outcome, exceeding the expectations of our stakeholders.

**INSPIRATIONAL –** We motivate people to achieve great things and through demonstrating passion in our actions we are role models for others.

**FLEXIBLE APPROACH –** working collaboratively at all time we are adaptable and responsive to changing circumstances. We think and act creatively and are prepared to find new ways of achieving the outcome.

**COLLECTIVE RESPONSIBILITY –** every staff member takes responsibility for the FRA’s direction of travel and innately understands how their work contributes to our strategic plan.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation.*