

**Job Description**

Post Title: Library & Study Centre Manager

Purpose:

To be responsible for the provision of an efficient, responsive and coordinated library and learning and learning resource facility for the students and staff of the College.

­Responsible to:

The Principal through the Director of Administration & College Services

Liaising with: The Director of Administration & College Services, Heads of Department, Head of Pathways, Staff and Students

Working Time: 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday, term time only

Grade: 31 – 35 (Support Staff Salary Spine)

Main Duties and Responsibilities

* To develop and maintain a productive learning environment within the Library and Study Centre
* To take responsibility for the management of a professional library and learning resource service
* To line manage one part time Library Assistant and three Study Centre Supervisors
* To take responsibility for the library budget, selection of college library resources (their acquisition, organisation and distribution), updating and maintaining library stock using appropriate stock control methods
* To lead small groups of students in study skills and research skills sessions
* To research, develop and actively promote the provision of electronic resources for the College
* To drive the library forward in terms of developing marketing materials
* To be responsible for the ordering, cataloguing, classification and processing of books, periodicals and other learning resources. Implementing new systems and procedures as required.
* To ensure that the Library and Study Centre provides a service and a resource which compliments the College’s Strategic Plan and its curricular objectives meeting the needs of students and the curriculum.
* To work with colleagues to formulate aims and objectives which have coherence and relevance to the needs of students and to the aims and objectives of the College.
* To provide an Induction Programme for new students
* To support students in accessing study materials and developing research methods
* To promote the Library services using book lists, exhibitions, displays and information to Students and Staff
* To liaise with Heads of Department to ensure appropriate materials are available to support the curriculum
* To compile and present relevant statistics and reports, including an annual report concerning the library service
* To review Library stock in relation to age, relevance and usage
* To ensure compliance with copyright legislation
* To ensure the management, establishment and development of communication with all appropriate external agencies including suppliers, other library staff, educational and related establishments and professional bodies
* To support the Library late night openings
* To carry out exam invigilation if required
* To assist with evening/weekend activities and other events as required
* To be aware of and comply with the College’s Policies and procedures
* To be aware of equal opportunities and to demonstrate these principles in all aspects of work
* To understand the college’s Safeguarding and Health and Safety policy and to work within its guidelines

Staffing

Staff Development

* To undertake staff development where appropriate
* To take part in the College’s Appraisal Process

Deployment of Staff

* To ensure that appropriate arrangements for cover are made when absence
* To work as part of a team and to ensure effective working relations

Quality Assurance

* To ensure the effective operation of quality assurance systems
* To contribute to the process of the setting of targets within the department and to work towards their achievement
* To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

Communications

* To ensure familiarity with the department’s aims and objectives
* To liaise with relevant external bodies as appropriate

Marketing and Liaison

* To contribute to the College liaison and marketing activities
* To link with external agencies as appropriate

Management of Resources

* To contribute to the maintenance of an attractive working environment in your area

Other

* To support the aims and objectives of the College
* To attend meetings as appropriate
* To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract
* This Job Description is subject to periodic review and amendment
* To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college’s Data Protection Policy and the General data Protection Regulation (GDPR).

# PERSON SPECIFICATION: Library & Study Centre Manager

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Experience** |
| Significant previous experience in a library management role |  |  | Application, Interview |
| Previous experience /understanding of an educational environment |  |  | Application, Interview |
| **Skills and Knowledge** |
| IT literate with a sound knowledge of MS Word, Excel and Outlook |  |  | Application, Interview, Test |
| Excellent organisational and administrative skills & ability to prioritise and multitask |  |  | Application, Interview, Test  |
| High professional standards |  |  | Interview |
| Willingness to carry out training of other staff  |  |  | Interview |
| Excellent attention to detail |  |  | Interview |
| Good written and oral communication skills. |  |  | Application, Interview |
| Evidence of commitment to Continuous Professional Development  |  |  | Application, Interview |
| **Qualifications** |
| Educated to degree level or equivalent, or substantial relevant experience. | \* |  | Application, Interview |
| **Attitude and Impact** |
| Positive and Enthusiastic |  |  | Interview |
| Able to motivate others  |  |  | Application, Interview |
| A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances |  |  | Interview |
| In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others |  |  | Interview |
| Committed to Equality and Diversity |  |  | Interview |
| **Personal** |
| Enhanced DBS Clearance \* |  |  | Pre-employment check |
| Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK) |  |  | Interview |
| ***The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.*** |
| *\* this will follow an initial offer of employment* |