Role Profile

Job Title: Senior Librarian (Teaching and Learning Support)
School/Department: Libraries – Research and Learning Services
Job Family and Level: Administrative, Professional and Managerial, Level 5
Contract Status: This post will be offered on a fixed-term contract until 31 July 2020
Hours of Work: Full-time (36.25 hours per week)
Location: Hallward Library, University Park
Reporting to: Associate Director, Research and Learning Services

Purpose of the New Role:

As Senior Librarian you will manage the Library Teaching and Learning team and lead the overall delivery of the teaching and learning support services framework and associated specialist services. You will be an experienced Librarian, with knowledge and understanding of academic library services, and be an experienced team leader and line manager.

You will have expert competencies in information and digital literacy, hold a relevant teaching qualification and have demonstrable experience of supporting Library users in developing information literacy skills through a variety of pedagogical approaches.

With excellent stakeholder management and communication skills, you will be active in providing ongoing dialogue and engagement with each of our five Faculties; supporting and enabling the promotion of Libraries and its services to academics and senior leaders at Faculty level boards.

To achieve this you will be able to think strategically, be creative and identify connections and find opportunities to further enhance the impact of our teaching and learning services to all students at the University of Nottingham, whilst supporting widening participation, community building and social responsibility initiatives.

This role will also require working in collaboration with colleagues across the wider department, and contribute to strategic development projects in order make a demonstrable contribution to Libraries’ service development as a whole.

Main Responsibilities

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<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. Strategic alignment and ongoing service development</td>
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- Monitor findings of market research into student needs, benchmarking information and recent studies, to inform and make recommendations for the continued development of the teaching and learning support offer.
- Attend Faculty Education and Student Experience Boards and keep up to date with School activities. Work with Faculty colleagues to better understand and align our teaching and learning services to their student needs.
- Review and deliver alignment between the teaching and learning support services and updated University strategic priorities.
- Work with the University teaching and learning support community to identify, define and analyse opportunities for library service enhancements and contribute to prioritisation within Libraries.
- Be proactive in identifying and sharing intelligence on international campus opportunities and challenges.
- Work with students and academics to understand needs and preferences, and ensure that this informs service development and support services.
- Support the work of the Strategy and Planning Section in gathering feedback from teaching and learning stakeholders to inform service quality management and appropriate service levels.

### 2. Delivery of specialist teaching and learning support services

The role holder will lead the delivery of the following specific activities and services: *Information Literacy Skills Training*

- oversee the delivery of the Library suite of Information Skills Training for Taught Course Students and produce end of year school engagement reports.
- participate as a trainer in the delivery of the intervention suite as required.
- deliver an ongoing review of information skills teaching (with academic colleagues) to target it at key points in the student lifecycle, supporting transition from school to University to employment.
- explore new approaches to information skills development and pilot as part of the wider University. This may include analysis of curricula so that the Library provides specific interventions to cohorts, adopting a scaffolding approach.
- management, coordination, development and evaluation of course-integrated information literacy programmes. Working in collaboration with University colleagues in academic support and skills development areas to aid the implementation of information literacy strategies across the University.
- evaluate library teaching and information literacy programmes and develop new services and products.
- input into any promotional and communication activity aimed at increasing awareness of and participation in information literacy services.

#### Widening participation, social responsibility and community building

- on behalf of Libraries, lead on the development of initiatives in support of Widening participation, social responsibility and community building, coordinating inputs from across the Department and liaising with University stakeholders.

#### Support educational enhancement and teaching quality assurance activities and reviews

- provide evidence to support the University community in preparing for and gathering information in support of educational enhancement and teaching quality reviews.

### 3. Staff management and leadership

Provide leadership to the Teaching and Learning team, role modelling our behaviours and ways of working and promoting a positive and inclusive culture within the team.

Make strategic decisions to ensure that short and long term objectives are achieved, namely:
- that resources are available in a timely and appropriate manner.
- resolving problems associated with staffing levels in order to maintain an efficient service.
- mentoring and training staff to ensure that they enhance their existing skills and knowledge of services and technologies.
- recruiting and inducting new staff as required.
- performance management, including implementation of the University’s Appraisal and Development Conversations (ADC’s) including development of individual and team training plans.
- take responsibility for health and safety within the group and general welfare issues in connection with personnel.

### 4. Working across Libraries

To contribute to the development of Research and Learning Services and Libraries’ strategy, communication and engagement:
- to actively participate within Research and Learning Services Section in order to facilitate management of and communication within, the Section.
- to liaise with colleagues throughout Libraries, to maintain awareness of potential developments.
- to liaise with colleagues at the international campuses, to share information about and maintain awareness of potential developments.
- to propose, manage and/or participate in Libraries’ projects to enhance the service network with colleagues in other HE or external organisations to explore engagement opportunities in order to generate mutually supportive partnerships.
- presentation of written or oral reports on projects and initiatives.
- represent the Team/Section on Libraries/University working/collaborative groups and at national conference, committees, etc. and develop good working partnerships with them.
- seek internal and external funding sources for development and innovation.

5. **Project and Programme Management**  
Provide project leadership including management of project team members and provide project management for all aspects of the project and programme lifecycle including planning, delivery, benefits realisation and closure. Tasks will include the following:

- Facilitating agreement with senior management of project scope, goals, deliverables and success criteria.
- Compiling the business case and securing funding.
- Design, planning, and delivering the programme/projects, including the portfolio of projects, the programme plans, the programme governance framework, and resource and quality management, employing appropriate methodologies (e.g. MSP) and project tools (e.g. MS project, Sharepoint).
- Co-ordinating the activity of internal and external project/work stream leads.
- Management of the programme and programme team/s: including creating and maintaining momentum and proactively monitoring progress, and identifying and negotiating use of internal resources and recruiting external resources.

6. **Other**  
To actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required.  
Any other duties appropriate to the level and role.

### Expectations and Behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential:

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<th>Valuing People</th>
<th>Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.</th>
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<td>Taking ownership</td>
<td>Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.</td>
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<td>Forward Thinking</td>
<td>Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.</td>
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<td>Professional Pride</td>
<td>Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.</td>
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<td>Always Inclusive</td>
<td>Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.</td>
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<tr>
<td>Knowledge, Skills, Qualifications &amp; Experience</td>
<td>Essential</td>
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<td><strong>Qualifications/Education</strong></td>
<td>• Degree • Postgraduate qualification • Membership of the Higher Education Academy or a qualification in training / teaching and learning support (or be committed to working towards this)</td>
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<td><strong>Knowledge/Skills/Training</strong></td>
<td>• Knowledge and understanding of academic library services within a large research-led university • Building and managing relationships with academics in Higher Education • Knowledge of HE pedagogies • Knowledge of teaching methods, lifecycles and practices • High levels of information and digital literacy • Ability to work in a team environment, supporting colleagues and sharing expertise • Ability to work to deadlines and deal with unforeseen issues and changing circumstances • Organisational, planning, prioritisation and project management skills • Ability to contribute to strategic planning • Proven communication and interpersonal skills • Proven leadership and motivational skills</td>
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<td><strong>Experience</strong></td>
<td>• Demonstrable experience of developing and delivering information skills training online and face to face • Demonstrable experience of working with academics in HE to develop information literacies of students • Experience of staff management • Demonstrable/proven project management skills • Experience of working with colleagues from a range of professional backgrounds, including IT specialists • Experience of high level influencing and negotiation • Experience of working across organisational boundaries</td>
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<td><strong>Other</strong></td>
<td>• Critical thinking and problem solving skills • Enthusiastic and proactive ‘can do’ approach • Team player and willingness to be flexible and adaptable, to both audience and priorities • Ability to prioritise work under pressure • Ability to work on own initiative • Customer focused</td>
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The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.