



Job title	Associate Director, Teaching and Learning	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	University of Nottingham Libraries	Location	University Park

Purpose of role

Reporting to the Deputy Director of Libraries, you will have responsibility for the delivery of support to enhance student learning and outcomes. You will collaborate with partners across the university to create links and synergies, helping design and deliver support that maps to the student lifecycle. Working closely with Faculties and senior academic leaders, Digital Learning Directors and senior colleagues across Professional Services, you will use your excellent communication skills to build, maintain and maximise effective working relationships

On behalf of Libraries, you will play a major role in support of the Teaching Educational Framework (TEF); Access and Participation Plan (APP); Equality, Diversity and Inclusion (EDI); and the Education and Student Experience (ESE) Strategic Delivery Plan. You will develop strategies to align section activities with the pedagogical needs of the academic community with an early focus on digital capabilities.

As the Associate Director for Teaching and Learning you will be you will be a member of the UoN Libraries Senior Management Team (SMT) who collectively lead the department. Leadership skills, emotional intelligence, and the ability to work across the boundaries of the entire department are valued just as highly as any specific knowledge and skills that are required to be successful in this role. You will therefore be a senior leader who is committed to collective leadership and is able to understand and support the needs of the whole department. Along with all members of SMT, you will set the strategic direction for the department and be a role model for the inclusive and collaborative ways of working that are central to our successes.

Key to the role is the ability to influence senior leadership and to build and maintain excellent networks, to ensure the delivery of end-to-end support which enables students to maximise their potential. With a wealth of leadership and management experience, you will have the ability to communicate clearly, demonstrable negotiating and influencing skills, and exceptional attention to detail. You will bring in-depth technical sector expertise, along with real ambition for the strategic vision, development and delivery of our services.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from Black, Asian and Minority Ethnic backgrounds to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Senior Management Team (SMT) You will:	20%

	<ul style="list-style-type: none"> ▪ Collectively (with the rest of SMT) lead and manage the UoN Libraries department ▪ Shape the strategic direction of the department ▪ Define and enable an exemplary, high performance departmental culture ▪ Lead cross departmental projects and initiatives ▪ Represent UoN Libraries on relevant university wide leadership groups ▪ Maintain and develop relationships within the Department and the wider University and manage communication and engagement so that there is successful take up of services, good staff engagement and flow of information through the Department and across international campuses. ▪ With the Strategy and Planning Section of Libraries, develop, plan and deliver effective communication strategies, harnessing opportunities available across the University. 	
2	<p>Teaching and Learning, Leadership and Strategic Development You will:</p> <ul style="list-style-type: none"> ▪ Lead on student teaching and learning support, working with academic staff and professional services colleagues across the University in areas such as TEF, APP and EDI. ▪ Work with colleagues to shape the Libraries contribution to the ESE Strategic Delivery Plan. ▪ Develop a deep understanding of the entire departmental landscape for teaching and learning activity. Work closely with SMT colleagues to review the strategic direction and delivery mechanisms. ▪ Align services internally for teaching and learning elements of library provision. ▪ Champion the embedding of work to improve the development of students' digital competencies and capabilities. ▪ Provide leadership of the Teaching and Learning section and set strategic priorities for the staff. ▪ Provide support for colleagues at the university's overseas campuses, advising and assisting with the formulation of and adherence to policies and procedures to facilitate an equivalent and equitable student experience across all campuses. ▪ Ensure that service definitions, levels and targets are appropriate, agreed with stakeholders and that they are delivered. 	30%
3	<p>Senior Faculty Engagement You will:</p> <ul style="list-style-type: none"> ▪ Build and manage strategic relationships between Libraries and the academic community. Ensure effective engagement at Faculty Board level, through Faculty Associate Pro-Vice-Chancellors for Teaching and Learning and Digital Learning Directors. ▪ Create effective working relationships with senior colleagues in Professional Services, including Student Services, Careers and Employability and Governance and Assurance. ▪ Ensure the libraries expertise is embedded in strategic decision making ▪ Lead on Libraries' strategic direction in support of students' digital competencies and capabilities. 	30%

	<ul style="list-style-type: none"> ▪ Maintain and develop relationships within Libraries and other university Professional Service Departments and groups so that services and communication are coherent and effective. 	
5	<p>Team Leadership and Management</p> <p>You will:</p> <ul style="list-style-type: none"> ▪ Lead, manage, motivate and support the Teaching and Learning Section of UoN Libraries. ▪ Set and review goals with your direct reports. ▪ Create and foster a professional, supportive and high achieving culture ▪ Keep staff engagement at the center of your team thinking ▪ Model exemplary leadership skills. ▪ Develop the team. ▪ Manage the section budgets and forecasting, allocating spend appropriately. 	10%
6	<p>Project Direction and Change Management</p> <p>You will:</p> <ul style="list-style-type: none"> ▪ Direct and lead Libraries and Teaching and Learning projects. Steer the scope and shape of work, ensuring cross-departmental links are made, and that resources are prioritised in line with strategy. Oversee the management of all aspects of the project lifecycle including planning, benefits realisation and closure. This will also include input into: <ul style="list-style-type: none"> ▪ business case development; ▪ commissioning external consultants and temporary staff as skills and capacity dictate; ▪ facilitating agreement with senior stakeholders of project/programme scope and success criteria. ▪ In addition, lead on the development of project management professionalism within Teaching and Learning 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Collaboration skills that build and maintain trusted and valued working relationships ▪ Influencing skills gained at a senior level ▪ Senior leadership skills and the ability to motivate and inspire a team ▪ Demonstrable oral, written and interpersonal communication skills ▪ An ability to work effectively in a team environment with colleagues from different professional backgrounds ▪ An ability to prioritise and to schedule workloads in the face of conflicting demands, within resource limitations ▪ Ability to manage a budget ▪ Evidence of information technology skills 	<ul style="list-style-type: none"> ▪ Ability to develop and maintain external professional contacts and networks
Knowledge and experience	<ul style="list-style-type: none"> ▪ Demonstrate a deep understanding of the teaching and learning environment in the HE sector ▪ Knowledge of pedagogic theory and experience of designing teaching and learning resources or helping others to do so ▪ Understanding of the full student journey and life cycle ▪ Knowledge of the Teaching Excellence Framework (TEF) and the impact of this on the HE sector ▪ Experience of developing services in support of Teaching and Learning ▪ Experience of strategic planning ▪ Experience of change management ▪ Experience of the management and direction of projects ▪ Experience of staff management ▪ Experience of stakeholder management ▪ Commitment to meeting the needs of University staff and students ▪ A proactive approach to service development 	<ul style="list-style-type: none"> ▪ Experience of developing and implementing communication and engagement strategies and initiatives
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ First degree (or equivalent) or substantial relevant experience 	<ul style="list-style-type: none"> ▪ Membership of the Higher Education Academy



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

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 to the role:

- Valuing people** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

