JOB DESCRIPTION

TITLE:	Group Director of Learning Resources Centres
GRADE:	Management Spine
RESPONSIBLE TO:	Groups Executive Director Curriculum Development
RESPONSIBLE FOR:	All LRC staff

PURPOSE OF JOB:

- Lead and manage learning resources provision across the college and contribute to the college's ILT strategy
- Ensure that the Learning Centres meet the needs of all students and staff.

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Operations:

1.1 Promote consistent high levels of customer care with staff and students ensuring that the service meets the needs of all students and staff who visit the learning centres.

1.2 To develop and market the work of the College's Learning Centres within the context of the College's strategic and operational plans, taking into account the needs of individuals, employers and the community generally.

1.3 Line manage the Campus Library Managers to ensure targets for all staff are set and reviewed. Line manage the Group Library Systems Manager.

1.4 Communicate effectively across the group to ensure staff are working to the highest standards and are supported to be able to do so.

1.5 To develop, implement and monitor quality standards and specifications as appropriate to the delivery of the learning resources service.

1.6 Promote, support and develop the use of technology across the LRCs.

1.7 Liaise with Group Curriculum Directors, Deputy Principals and Principals to ensure the service provided by LRCs is appropriate and up-to-date.

1.8 Manage the gathering of student input to ensure the service fully meets the needs of all its users.

1.9 Manage the LRC annual budget effectively, working with the Finance team to ensure clear and accurate reporting.

1.10 Ensure that the stock is kept up to date and relevant to the current and future delivery of the course offer.

1.11 Oversee the consistent implementation and use of Library Management Systems across the College group.

1.12 To evaluate and select appropriate information systems including the application of new technology for bibliographic control and access to College resources.

1.13 To keep up to date with national, regional and local developments in Further Education particularly as they affect the Learning Centres area of work.

1.14 To provide statistical data on all aspects of the work of the Learning Centres as required.

2. Managing Finances:

2.1 To plan and justify the annual budgets for their areas.

2.2 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.

3. Managing People:

3.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.

3.2 To lead on the recruitment and selection of staff across the campus for their area and the designation of their responsibilities and duties.

3.3 To ensure that all new staff in their area are given appropriate induction in accordance with College policy.

3.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.

3.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

4. Managing Information:

4.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.

4.2 To be responsible for the accuracy, timeliness, interpretation and use of statistical data as required by your manager, SMT and governors.

5. In common with all other staff:

5.1 To support the College's mission, vision, values and strategic objectives.

5.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.

5.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

5.4 To implement the College's safeguarding policies and practices.

5.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

5.6 To ensure that data is handled in line with the General Data Protection Regulations.

5.7 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

5.8 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

6 Person Specification:

	Attribute	Essential	Desirable
6.1	A qualification in librarianship, library and information science, or information management at degree or post-graduate level OR a CILIP-recognised qualification at the appropriate level, with significant experience of managing a library service.	**X**	
6.2	Substantial experience of managing a Learning Centre within an educational environment.	**X**	
6.3	A knowledge and understanding of the key national and local issues affecting participation and achievement in post-16 education.	**X**	

6.4	Excellent interpersonal skills with a high level of written and oral communication skills.	**X**	
6.5	An understanding of quality principles and practices in relation to Further Education and evidence of ability to set and monitor performance targets in a framework of accountability.	**X**	
6.6	Experience of recruiting, supporting and supervising staff.	**X**	
6.7	Experience of the use of Information Technology within an educational learning resource service and eLearning context and practical ideas for developing the use of technology.	**X**	
6.8	Experience of service planning and managing a budget effectively.	**X**	
6.9	A good understanding of the principles of collection management and cataloguing and classification.	**X**	
6.10	Ability to set up and monitor appropriate administrative systems to support the efficient delivery of Learning Resource Centre services.	**X**	
6.11	Proven organisational skills and an ability to work to deadlines.	**X**	
6.12	Experience of delivering information literacy sessions to individuals and groups.	**X**	
6.13	An understanding of and commitment to promote the college's equality and diversity policies and practical ideas for their implementation in this post.	**X**	

Additional Information:

Working Arrangements

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description is current at the date of issue. It is the practice of the College to examine job descriptions regularly, to update them and ensure that they relate to the job performed, or to incorporate any proposed changes.