

JOB DETAIL

(OVERVIEW, ROLE DETAIL AND PERSON SPECIFICATION)

LIBRARY AND INFORMATION SERVICES MANAGER

REPORTS TO: VICE PRESIDENT

OVERVIEW

The Library and Information Services Manager is responsible for overseeing BUB's developing Library and Information Service. This includes maintaining our reference collection of hard copy text books, our database subscriptions and student and staff access to databases.

ROLE DETAIL

Reporting initially to the Vice President, the Library and Information Services Manager will ensure that BUB maintains an up to date reference collection of prescribed text books and appropriate subscriptions to electronic databases necessary to support, in the first instance, our undergraduate curriculum. The role-holder will provide advice and training for staff and students on all aspects of information retrieval and the use of information in an academic context.

RESPONSIBILITIES

- Oversee the establishment of the BUB Library and Information Service and establish a plan for its growth as the scope and range of BUB's provision develops.
- Manage the acquisition and maintenance of BUB's reference collection of text books.
- Manage the procurement, maintenance and development of BUB's database and e-books subscriptions.
- In collaboration with colleagues at BUB and Salford, ensure that the interface between the Learning Management System and the digital resources available to staff and students is effective and fit-for-purpose.
- Provide for staff and students advice and guidance on accessing information and on using information sources in an academic context.
- Oversee and manage the Information Help Desk service.

- Liaise closely with academic staff, the Head of Student Services, College Deans and staff from the University of Salford to ensure that the developing information needs of BUB are met.
- Liaise with academic staff, College Deans and the University Book Shop to ensure that all required resources are available for students to purchase.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

PERSON SPECIFICATION

QUALIFICATIONS

	The successful candidate should have:
1	A first degree or equivalent professional experience
2	A professional qualification in a relevant field or significant equivalent professional experience in a similar role
3	Excellent knowledge of written and spoken English

BACKGROUND AND EXPERIENCE

	The successful candidate should have:
4	Relevant experience of managing library and information services including delivering training and support to staff and students.
5	A sound understanding of contemporary practices in the provision of library and information services in a Higher Education Context.
6	Experience of working successfully in the support of cross-border education would be a distinctive advantage.

KNOWLEDGE

	The successful candidate should have demonstrable knowledge of:
7	Best practice in the provision of library and information services, including maintaining access to databases and e-book collections.
8	The learning and support needs of students and staff in higher education with respect to effective use of library and information services.
9	Policies and procedures suitable for the requirements of the role.

SKILLS AND COMPETENCIES

	The successful candidate should demonstrate:
10	A track record of managing library and information services
11	An analytical, results-oriented approach, with focus on quality, efficiency and ROI.
12	Personal credibility and the ability to gain confidence and trust at all levels
13	Strong leadership, with a calming and reassuring style and the ability to influence and motivate teams to deliver
14	Advanced networking skills and the ability to build effective relationships
15	Natural creative ability and a keen eye for both design and operational detail
16	Excellent communication and presentation skills
17	Excellent IT skills, particularly Word and Excel