

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Head of Teaching & Learning Development
<b>Reports to:</b>	Associate Director: Faculty & Student Partnerships
<b>Organisation unit:</b>	University of Manchester Library: Faculty & Student Partnerships
<b>Date:</b>	January 2021
<b>HERA:</b>	

#### **Overall purpose of the job:**

- To be the strategic lead for the Library's Teaching and Learning Development activity
- To ensure that the Library is fully aware of and able to implement best practice in the development of innovative and pedagogically sound teaching and learning experiences and materials, for use both face to face and digitally by a diverse community of academics and students
- To lead on, develop and maintain a comprehensive understanding of current and future strategic teaching & learning trends and practice development goals across the University
- To ensure that the Library's teaching and learning services are strategically aligned and able to contribute to the pool of best practice via the Institute for Teaching & Learning
- To lead on and build strong strategic partnerships with the wider University teaching and learning community
- To develop, manage and influence collaboration across the Library, University and wider teaching and learning community and to provide expert advice and guidance where necessary
- To build and develop strong collaborative relationships with all Library leaders and managers in order to influence their practice in relation to the creation of teaching & learning materials and services

#### **Key responsibilities:**

- To develop and manage the creative design of the Library's learning programmes to ensure that they support student focussed approaches to learning and facilitate the development of relevant academic skills
- To lead on and promote teaching excellence across the Library by offering advice, training and support in the areas of teaching, learning and assessment, pedagogy and quality assurance, in order to ensure library materials and programmes are educationally sound and in keeping with relevant standards and good practice
- To work in close partnership with the Head of Teaching Learning & Students (TLS) in order to ensure the appropriate development of the TLS Team and its services with regard to pedagogy and good practice, providing them with supported opportunities for experimentation and exploration of innovative methodologies to develop their teaching practice

- To identify and develop opportunities for partnerships between the Library and appropriate colleagues from across the wider University teaching & learning community which will further both the Library and the University's strategic goals
- On behalf of the Associate Director for Faculty & Student Partnership, to develop and manage the Library's relationship with the University Institute for Teaching & Learning (ITL), sitting on relevant advisory boards and expert working groups
- To lead on and manage the pipeline of teaching & learning related project proposals within the library in order to ensure they are aligned with ITL goals and to ensure the Library is in a position to contribute positively to ITL calls for project bids
- To evaluate and assess the impact of the Library's learning programmes and projects, based on both qualitative and quantitative methodology, and disseminate the findings both internally and externally
- To manage the activity of the Widening Participation Team members, giving them strategic guidance, overseeing their work, assigning tasks in line with relevant priorities, taking responsibility for their professional development and managing performance in line with HR guidelines
- To keep policies, procedures, KPIs and staffing within the team under active review recommending and implementing improvements and changes as necessary
- To take an active role in the Directorate Management Team supporting the Associate Director for Faculty & Student Partnerships in developing a coordinated and cooperative approach to prioritising the work of the Directorate in line with strategy, considering service innovation and development issues, and leading change
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To represent and deputise for the Associate Director for Faculty & Student Partnerships as necessary at Library and University meetings and committees (e.g. UCIL Academic Board)
- To represent the University of Manchester Library service at relevant external meetings, and to become involved in appropriate professional networks, working proactively to establish, develop and nurture strategically important relationships and to promote the Library's reputation as a leading service within the sector
- To take an active approach to continuing professional development
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To share in the Library's culture and values and ensure the working environment reflects the Library's Ways of Working

**Person Specification:**

Essential knowledge, skills and experience:

- A degree, teaching qualification, or equivalent professional qualification, or relevant appropriate experience
- An excellent understanding of best practice University teaching, particularly in the area of academic & transferable skills
- Experience of teaching, curriculum design and/or of designing learning activities

- Ability to plan a team's workload, make decisions about priorities and meet deadlines.
- Ability to coach, motivate and manage performance
- Experience of building effective working relationships with a wide range of key partners
- Knowledge of University practice in respect of teaching and learning, such as assessment, quality assurance procedures and student led initiatives (e.g. peer mentoring and PASS schemes)
- Knowledge and understanding of the relevant professional bodies and how to work with them (e.g. Advanced HE)
- Ability to successfully plan and oversee a number of projects concurrently
- Excellent interpersonal skills and ability to influence
- Excellent written and verbal communication skills
- Excellent organisational skills and a methodical, well-organised and flexible approach to work.
- An ability to be pro-active, innovative, and think creatively and strategically
- An understanding of the relevant learning technologies and how they contribute to learning
- A commitment to personal development in the area of student learning and skills support.
- Excellent influencing skills