

The University of Manchester

Job Description

Job title:	Assistant Teaching Learning and Students Manager
Reports to:	Teaching and Learning Services Manager
Organisation unit:	University of Manchester Library: Faculty & Student Partnerships
Date:	January 2021
HERA:	MAPPS-UML-F&SP-TL&S-F (454, Grade 6)

Overall purpose of the job:

- To support the Teaching and Learning Services Manager, the Head of Teaching, Learning and Students and the Head of Teaching + Learning Development in the delivery of high quality, innovative and sector leading services, to support the student learning experience at the University of Manchester
- To design, develop and deliver high quality, innovative teaching, learning and training materials (both online and face to face) for the Library's learning programmes and other teaching interventions in collaboration with the TLS team and other stakeholders
- To manage the work of members of the TLS Team (including recruitment, performance management and staff development) as required to ensure the effective delivery of the services and skills programmes the team supports.
- To contribute to furthering the Library's progressive development of teaching and learning services by overseeing projects, supervising and guiding staff and taking day-to-day responsibility for areas of service delivery as and when required

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To work with the TLS Services Manager to manage, organise and direct the work of the staff assigned to TLS services in order to ensure services are operating efficiently and effectively
- To work with the TLS Services Manager to provide guidance and support on recruitment, performance management and service development, and coordinate these activities, as necessary
- To contribute to planning and implementing changes to service delivery or approach in line with Library Strategy and the changing academic environment

- To monitor and report on service performance using appropriate data, benchmarks, standards and targets
- To develop and deliver teaching and training materials (both online and face to face), using appropriate and innovative methods and technologies across a range of Library skills programmes and credit bearing courses (e.g. My Learning Essentials, My Research Essentials, University College for Interdisciplinary Learning course units etc)
- To proactively contribute to the overarching design and continuous improvement of the Library's teaching & learning programmes by contributing expertise in the areas of information and digital literacy and pedagogy to support these areas
- To develop and deliver teaching and resources and provide expert advice and guidance in support of TLS Specialist Library services and to deliver the TLS enquiry service working in partnership with colleagues in the Customer Services team in order to ensure the seamless referral of enquiries of a provide specialist nature
- To engage and work in partnership with colleagues in Schools, Faculties and other University services involved in developing relevant teaching, training and support, with the aim of ensuring joined up and comprehensive learning & skills development provision for all relevant audiences
- To collaborate with colleagues in Collection Strategies to promote and embed the Library's collections and drive a collections-focused approach to the materials and teaching delivered across TLS services
- To work with Special Collections and widening participation colleagues to ensure a joined up and comprehensive teaching and learning provision for relevant audiences.
- To ensure the Library's Student Team is involved as an integral part of designing & delivering relevant student-focused learning programmes and services, support and initiatives
- To remain abreast of new pedagogical research and learning initiatives and technological developments relating to teaching and learning and to identify opportunities to innovate
- To contribute to the work of the TLS team and wider Library, where appropriate, and in particular assisting with the development of operational plans and in implementing changes to service delivery or approach in line with Library Strategy and the changing academic environment
- To represent the Library at appropriate internal and external meetings and to become involved in appropriate professional bodies, taking all reasonable opportunities to promote the innovation taking place at the University of Manchester Library
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- 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 ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- Educated to degree level, or equivalent
- Full professional qualification in librarianship or another appropriate qualification, and/or relevant experience at a comparable level
- Experience of working in an appropriate educational environment, such as within an academic library
- Significant practical experience of delivering teaching in academic skills & other supporting areas
- Significant experience in the management and use of information resources and a proven ability to handle reference and information enquiries successfully
- Experience of leading, managing and motivating staff
- Knowledge of University practice in respect of teaching and learning, such as assessment, quality assurance procedures and student led initiatives
- Excellent Digital Literacy including competence across office software applications and expertise with relevant functional software and systems
- Excellent communication, interpersonal and presentation skills, with the ability to present to a variety of audiences
- An ability to be pro-active and innovative, and to manage competing demands
- A methodical, well-organised and flexible approach to work
- Ability to work flexibly in and across teams
- Willingness and ability to engage proactively with the academic community and to take a leading role in promotional activities

Desirable skills, knowledge and experience:

- Experience of successfully managing change within a team
- Awareness of key leadership skills
- Practical experience of project managing research or other projects
- A relevant postgraduate qualification e.g. PG Certificate in Higher Education
- Relevant sector qualification such as AdvanceHE/HEA fellowship, ALDinHE practitioner or equivalent