

The University of Manchester

Job Description

Job title:	Teaching and Learning Librarian
Reports to:	Head of Teaching Learning and Students, or Teaching and Learning Services Manager
Organisation unit:	University of Manchester Library: Faculty & Student Partnerships
Date:	April 2021
HERA:	MAPPS-UML-F&SP-TL&S-E (434, 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 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 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, Specialist Library Support 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 the pedagogy to support these areas
- To manage individuals and groups as required. Allocate tasks, set priorities and performance targets, monitor progress against agreed standards and performance

- criteria, and provide effective feedback. Proactively work to ensure effective working relationships within the team and with those with whom the team interacts
- 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 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 collaborate with the Library Student Team to collectively design and deliver 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, 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
- 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:

- 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
- Experience of staff management and motivation