

The University of Manchester

Job Description

Job title:	Teaching Learning & Students Coordinator
Reports to:	Assistant Teaching Learning and Students Manager
Organisation unit:	University of Manchester Library: Faculty & Student Partnerships
Date:	January 2021
HERA:	MAPPS-UML-F&SP-TL&S-D (360, Grade 5)

Overall purpose of the job:

To work under the direction of the Assistant Teaching Learning and Students Manager:

- To support and assist in the teaching and learning activities of the library
- To undertake a variety of tasks integral to the development and delivery of core teaching & learning services
- To proactively participate as a member of the TLS team, including involvement in projects, team meetings and communications

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 actively participate in the development and delivery of teaching and training materials and support across a range of Library skills programmes (e.g. My Learning Essentials, My Research Essentials, Specialist Library Support etc)
- To provide enquiry support for students, researchers and staff
- To work with the Assistant Teaching Learning and Students Manager to organise and coordinate the work of individuals and groups as required in order to ensure services are operating efficiently and effectively
- To manage the staff assigned to the Teaching, Learning and Students Team including recruitment, performance management, staff development and ensuring the adoption of a customer focused approach at all times
- To provide administrative support for the activities and services of the TLS Team
- To participate in the quality assurance processes employed by the TLS team for documentation and training materials

- To develop sufficient expertise in teaching and learning services, to represent the team as necessary within the library on collaborative projects and with other University service areas
- 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 support and co-ordinate the Student Team and the work they undertake at the Library
- To work collaboratively with other Library colleagues to support the effective promotion of Library services
- To be flexible in relation to hours of work as may be reasonably requested from time to time (e.g. to participate in open days and other relevant student-focused/ library events)
- 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 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:

- A relevant degree or relevant experience
- A good level of knowledge of a research library's information resources and services
- Awareness of the teaching & learning support needs of students at a higher education level
- A proven ability to deliver face to face training with confidence
- Ability to use own initiative and judgement to resolve day to day problems independently, or through a support team, where appropriate
- Well-developed administrative and organisational skills, including the ability to prioritise work and meet deadlines
- Excellent Digital Literacy including competence across office software applications and expertise with relevant functional software and systems
- Ability to collate and present data in report format
- Excellent communication, interpersonal and presentation skills, both written and verbal with the ability to present to a variety of audiences

Desirable skills, knowledge and experience:

- Practical experience of delivering teaching or training in the area of academic & other supporting skills
- Experience of managing, supervising, or coordinating staff
- Experience of using data analysis tools and / or survey software
- Experience of project or service management