The University of Manchester
Job Description

Job title: Teaching and Learning Librarian (Data Specialist)

Reports to: Head of Teaching Learning and Students or Teaching & Learning Services Manager

Organisation unit: University of Manchester Library: Faculty & Student Partnerships

Date: April 2021

HERA: MAPPS-UML-F&SP-TL&S-J (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
- To provide specific support and liaison in the use and analysis of specialist business and financial information databases where deemed strategically essential

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, with a focus on, but not limited to, business and finance databases
- 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 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 University faculty working on academic research projects by facilitating advanced data enquiries with database suppliers
- To work in partnership with Library and University IT teams and data suppliers to support use of specialist business databases
- To provide a high quality, user-focused support to users of specialist business databases according to their needs and liaise with relevant Library and Faculty to ensure effective delivery of onsite and remote access
- To liaise with the relevant Library and University staff responsible for the requirements relating to data management and use of datasets
- To support the Library Subscriptions Team and the Faculty Engagement Librarian for AMBS and other core users of business databases in the delivery of Library content to academics, researchers and students
- 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
- A professional library or information or computing qualification or sufficient relevant experience
- Experience of working in an appropriate educational environment, such as an within academic library
- Significant practical experience of delivering teaching in the area of academic & other supporting skills
- Significant experience in the management and use of information resources and a proven ability to handle 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:

- Understanding and awareness of the requirements and work of an international business school and of the wider business environment.
- Knowledge and experience in the use of electronic business and financial datasets
- Programming experience
- Proven specialist numeracy and IT skills, with a wide range of experience of software packages, and an ability to make large datasets accessible to users of statistical packages such as STATA and SPSS, or able and willing to learn such packages