

Job Description

Head of Library and Learning Services

Directorate of Library and Student Services

Grade: H

Role profile: SMH1

Full time

Permanent

	Duties of the role
Overall purpose of the role	This is a newly configured position at the University, based in the Directorate of Library and Student Services. The Head of Library and Learning Services reports to the Associate Director of Library Services and provides leadership and operational oversight for the University's library. You will be responsible for ensuring the provision of high-quality, accessible library services that support diverse student needs, including commuter, part-time, mature and widening participation students. You will oversee student and staff facing aspects of the library, including archives, resources, special collections, bibliographic services, academic librarians, and library operations. You will work closely and collaboratively with colleagues across the Directorate and with academic and professional colleagues across the University to provide leadership and operational management of a modern library service that is aligned to the University's strategy and which delivers an inclusive and high-quality student and staff experience. You will contribute to University planning, quality assurance, and regulatory requirements (e.g. OfS, TEF) and use data, insight, and student feedback to continuously improve services and ensure that the library plays a key role in student retention and attainment. You will have substantial leadership experience of library services. You will be well networked with relevant bodies such as CILIP and have a strong record of accomplishment and understanding of higher education teaching, learning and research environments.
Main duties and responsibilities	- To lead and develop the University's library service, ensuring alignment with the University's Learning for Life Strategy and student educational priorities, ensuring they are resilient, scalable, and future-focused. - To line manage staff within your team and to oversee budgets, projects, and resources as appropriate.

	Duties of the role
	• To oversee physical and digital library spaces, library management systems, collections, and learning resources, ensuring value for money and academic relevance. • To act as a key point of expertise and advice on library services for academic and professional services staff, including digital library services, AI-informed tools, online skills provision, and flexible study spaces. • To ensure the delivery of a high-quality and student-centred library service provision which is accessible, inclusive, and responsive to the needs of a diverse student body and staff. • To provide oversight of the University's cultural collections and to manage specialist staff, including acquisitions and reading lists. • To support curriculum development by embedding information literacy, digital literacy, and academic skills into programmes. • To use student data and surveys (e.g. Graduate Outcomes, NSS, PTES) to identify trends which inform library services and monitor performance against KPIs and benchmarks, reporting impact and outcomes to senior staff. • To build and maintain external partnerships with professional and sector bodies, e.g. CILIP, JISC, SCONUL, Mercian Collaboration, OfS, QAA, Advance HE. • To encourage student participation by amplifying their voice in decisions that affect their university life. • To drive forward engagement initiatives that promote student progression and retention throughout their academic journey and to ensure that the work of the student life team meet the needs of diverse and underrepresented user groups, including students, staff, and researchers. • To lead data-informed initiatives relating to the continuous improvement of library and learning services that respond to digital trends such as Artificial Intelligence. • To actively engage in professional development and stay informed of best practice in the sector. • To collaborate on cross-University projects and participate in committees, working groups, and project teams aimed at enriching the overall student experience, as well as preparing reports to meet regulatory requirements. • To encourage student participation by amplifying their voice in decisions that affect their university life. • To represent the University externally when needed and serve as a proud ambassador and advocate for De Montfort University. • To treat all DMU staff, students, contractors and visitors with dignity and respect. To provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and religion or belief (or none), sex and sexual orientation.

	Duties of the role
	• To foster an inclusive environment by treating all staff, students, contractors, and visitors with dignity and respect regardless of age, disability, gender reassignment, marital status, pregnancy, race, religion, sex, or sexual orientation. • To actively minimise environmental impact in your role, promote sustainability, and contribute to the University’s Environmental Policy. • To undertake any other duties, appropriate to the role as reasonably requested.