

Person Specification

Head of Library and Learning Services

Directorate of Library and Student Services

Grade: H

Role profile: SMH1

Full time

Permanent

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications	Educated to degree level or equivalent and substantial professional experience related to the role which has involved critical thinking, analysis and problem solving.	Essential		X			X
	Evidence of continuing professional development	Essential		X	X		X
	Postgraduate qualification in library/information science, archives, or a related discipline.		Desirable				
	Relevant professional accreditation, e.g. chartered membership of CILIP or Advance HE.		Desirable	X			X
Experience	Proven experience of managing library services within a higher education setting, including acquisitions, library management systems and digital resource workflows.	Essential		X	X		X
	Excellent knowledge and understanding of library services provision within UK higher education and the evolving needs of students and staff.	Essential		X	X		X
	Proven experience of strategic planning and delivering organisational change, with particular reference to enhancing the student experience.	Essential		X	X		X
	Proven understanding of copyright and licensing relevant to Higher Education.	Essential		X	X		X
	A proven track record of accomplishment of working collaboratively with interdisciplinary	Essential		X	X		X

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	teams, including TNE and collaborative partners to ensure the effective delivery of institutional strategies, such as the TEF.						
	Understanding of QAA sector benchmark statements, quality frameworks, and regulatory requirements such as the OfS.	Essential		X	X		X
	Proven experience with digital collection platforms.		Desirable	X	X		X
	Experience of procurement, space redesign, learning commons or major service redevelopment projects.		Desirable	X	X		X
Skills and abilities	Excellent communication and presentation skills, with the ability to motivate and develop high-performing teams and to engage confidently and effectively with students, staff, senior leadership, and external stakeholders.	Essential		X	X		X
	The ability to lead in a supportive and empathetic manner and to foster an inclusive working environment that respects diverse perspectives.	Essential		X	X		X
	A proven methodological and accurate approach to the completion of tasks, with the ability to work independently, prioritise demands and meet deadlines.	Essential		X	X		X
	The ability to use data and analytics to inform strategic decisions, service delivery, and performance reporting.	Essential		X	X		X
	A sound understanding of the University's strategy and values and a demonstrated commitment to ensuring adherence to the University's Equality and Diversity policy.	Essential		X	X		X
	Excellent IT skills, with an up-to-date knowledge of innovative technologies and how they may be used to enhance the student and staff experience, including streamlining processes and informing training.		Desirable	X	X		X
Additional requirements	The ability to commit to on-campus work on 3 days per week as part of hybrid working.	Essential		X	X		X

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Willingness to work occasional out of office hours (e.g. evenings and weekends).	Essential		X	X		X

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**