Job Description
Learning Resource Centre Manager
(Fixed term contract to cover maternity leave)

15.04.14

Context
INTO University Partnerships (IUP) is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. INTO Centres specialise in preparing international students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders. A wide range of programmes are delivered in the Centre including degree preparation courses and English for University Study. We teach international students in a high quality facility in Middlesex Street in central London. While these pre-university programmes cover a range of subjects, there is a particular emphasis on business and associated areas.

A wide range of programmes are delivered in the London Centre including postgraduate and undergraduate degrees, degree preparation courses and English for Academic Purposes. The Learning Resource Centre holds core texts and additional materials, and there is a substantial liaison role between the LRC Manager and the partner institutions.

Job Purpose
To manage the learning resource facilities at the London Centre, and all LRC staff, in order to provide an appropriate educational environment for the students of all stakeholders.

Reporting Line
The Learning Resource Centre Manager reports to the Academic Director.

Line Management Responsibility
The Learning Resource Centre Manager has line management responsibility for the full time LRC Assistant and part-time LRC Assistants.

Key Accountabilities
- To advise on the strategy for learning resource provision and to manage its implementation.
- To manage the Learning Resource Centre effectively, providing a responsive and welcoming service.
- To develop learning resources, in collaboration with senior academic staff and Programme Managers, in order to meet the needs and requirements of all courses offered.
- To manage the library management system (Heritage). To manage the LRC content on Blackboard and Moodle (VLEs).
- To be the principal source of e-resources, and of hard copy teaching and preparation of book-packs and materials, as well as liaising with suppliers to find the most cost effective means to proceed.
- To maintain effective cataloguing, classification and circulation systems to support service delivery, including the automation of the Acquisition module.
• To provide an enquiry service for staff and students, as well as external visitors and partners.
• To develop and manage an information skills programme to ensure that staff and students can effectively access information required for teaching and learning.
• To develop, with academic staff, the provision of online self-study materials.
• To provide a leading role in the development of information technology and its applications to teaching and professional development.
• To create and edit web pages as required.
• To liaise with existing and future higher education partners regarding the operation of the services that they provide to Centre staff and students (including access to e-resources and journals).
• To develop, with academic staff, the provision of online self-study materials.
• To provide a leading role in the development of information technology and its applications to teaching and professional development.
• To create and edit web pages as required.
• To liaise with existing and future higher education partners regarding the operation of the services that they provide to Centre staff and students (including access to e-resources and journals).
• To promote university partners’ e-resources, providing group and individual training to staff and students on resources available.
• To monitor the use of services and to provide management statistics as required.
• To prepare and manage the LRC budget to ensure effective provision within budget, and to provide financial reports to the Senior Management Team.
  • To use quality indicators to measure the performance of the Learning Resource Centre.
  • To develop operational and procedural manuals relating to services, reviewing and updating in line with changes in policies.
• To develop effective team work across the Learning Resource Centre and teaching staff.
  • To maximise efficiencies in the use of staff and teaching resources.
  • To manage the recruitment, selection and performance of Learning Resource Centre staff and implement a suitable rota, ensuring effective cover of the LRC and its services.
• To be responsible for the performance and development of the Learning Resource Centre staff.
• To work with programme teams to manage the learning resource element of internal and external validation processes, such as British Council or QAA inspections.
  • To enter into collaborative/project working with other resource centre managers on a local, regional or national basis.
  • To act as Copyright Officer for the Centre, working with the Centre’s staff and external partners’ libraries to ensure CLA compliances are adhered to, and contributing to external partners’ annual reports to the CLA.
  • To establish contact and to develop relationships with librarians at neighbouring libraries, promoting access to these resources to all centre students
  • To keep up to date with collaborative schemes such as SCONUL and to promote these to students and staff.
  • To be responsible for the ordering, compilation and distribution of student book packs.
• To write and update reports and data to the Senior Management Team or course boards as required.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

**Salary**
£28,216 – £38,175 (Band D) per annum (depending on skills and experience), inclusive of London Weighting Allowance.

**Location**
Central London, close to Liverpool Street Station.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the DBS before the appointment is confirmed. This will include details of
cautions, reprimands or final warnings as well as convictions.

**Person Specification**

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Legal status</strong></td>
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<td>Appropriate DBS disclosure will be required prior to confirmation of appointment.</td>
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<td>Eligibility to work and travel freely to and from the UK, i.e. valid UK or EC passport.</td>
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<td><strong>Academic qualifications</strong></td>
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<tr>
<td>Has a professional qualification (accredited by the Chartered Institute of Library and Information Professionals) in Librarianship / Information Management.</td>
<td>PGCE, DELTA or CELTA. Chartered Librarian</td>
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<td><strong>Management Experience</strong></td>
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<td>Successful experience in a library or customer service environment.</td>
<td>Project Management.</td>
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<td>Ability to manage change.</td>
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<td>Ability to maximise the efficiency of resources available within agreed budgetary limits.</td>
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<td>Approachable and facilitative management style.</td>
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<td><strong>Knowledge/ Skills</strong></td>
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<td>Ability to work independently, organise and prioritise workload to meet deadlines and work to agreed standards.</td>
<td>Experience using Web 2.0 technologies.</td>
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<td>Excellent working knowledge of a library management system.</td>
<td>Ability to develop and enhance VLEs on Moodle for example to create online self-study materials.</td>
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<td>Excellent written and oral communication skills.</td>
<td>Extensive knowledge of e-resource databases and providing training and inductions to users.</td>
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<td>IT skills: Outlook, Word, Excel, VLEs</td>
<td>An understanding of Licensing issues.</td>
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<td>Ability to maintain accurate and up to date knowledge of services available within the sector and related areas of work.</td>
<td>Teaching of information literacy.</td>
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<td>Excellent customer focus and developing information systems for new environments.</td>
<td>Experience of working with international students in a higher education environment.</td>
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<td>Ability to be flexible and adapt to a rapidly changing work environment.</td>
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<td>Knowledge of Copyright legislation.</td>
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