

**University of  
Northampton**

# **Academic Liaison Manager**

## **Job Description**



# **Job Title: Academic Liaison Manager**

## **Grade: 7**

### **Responsible to: Head of Library Systems, Skills, Collections and Archives**

## **Overall Purpose**

The Academic Liaison Manager leads the team of Academic Librarians in four areas of activity: delivering embedded information skills support to students and staff within the University's three Faculties; working with the Head of Library Systems, Skills, Collections and Archives and the Digital Resources and Collections Manager to develop the library collections and enable the integration of resources into learning and teaching; ensuring effective liaison between library and the Faculties and other Professional Services, including involvement in quality assurance events and processes; and delivering interventions and activities to support community and external engagement and the Access and Participation Plan. The post holder will also manage the library relationship between the University and its academic partnerships to ensure that appropriate access to resources and services is maintained.

## **Core People Management Duties & Responsibilities**

- Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis.
- Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues.
- Monitor and approve development opportunities to meet changing needs of the University and personal development.
- Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two way communication including team meetings and 1-2-1's.
- Foster wellbeing of team members ensuring maintenance of work life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings.
- Plan resources to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing.
- Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and faculties across the University.
- Undertake investigations and undertake the role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University Policy and procedures.

# Principal Duties and Responsibilities

- To provide leadership and management for the Academic Librarians, the Learning Support Specialist and the Academic Services Support Assistant.
- To manage the Team's delivery of curriculum embedded teaching and learning for students in information skills, including the ethical use of information, and digital literacy skills.
- To identify and use appropriate learning technologies and techniques in the delivery of information skills, including the development and delivery of synchronous, asynchronous and online content.
- To develop library collections to support the learning, teaching and research activities of the University, working with the Head of Library Systems, Skills, Collections and Archives and the Digital Resources and Collections Manager.
- To manage effective liaison between the Academic Librarian Team and the Faculties and Professional Services departments in regard to information skills, collection development and involvement with quality assurance events, committees and processes.
- To manage the relationship with the University's academic partnerships to ensure that appropriate access to resources and services is maintained.
- To have oversight of the library materials budget for the academic Faculties, to facilitate decision making regarding collection development and resource purchasing.
- To manage the team in the delivery of staff development opportunities to academic staff on: library services and support; specialist subject resources and collections; library systems and tools; and reading list pedagogy. To also provide staff development opportunities to enhance the information and digital literacy of University staff more generally.
- To represent LLSS on appropriate committees and working groups.
- To contribute to the academic life of the university through engagement with appropriate internal and external professional networks, locally and nationally, and participation in research activity and publication on issues within library and information science.
- To manage external community and alumni engagement activity including: schools liaison and delivery of events; and the delivery of opportunities and events for the community.
- To manage the Learning Support Specialist to enable equality, diversity and inclusion, and wellbeing support, through the development of the library's collections, services and opportunities.
- To be responsible for the development of teaching interventions, opportunities and data gathering to target student groups that enable the delivery of the department's Access and Participation Plan (APP) target.

## **Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Director of Library and Learning Services.
- The post holder may be required to participate in Open Days, Welcome Weekend and other key University events that may be outside the working week.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants who fail to do so will not be shortlisted.

| Criteria | Essential / Desirable | Assessment Methods |
|----------|-----------------------|--------------------|
|----------|-----------------------|--------------------|

## Qualifications

|   |  |           |             |
|---|--|-----------|-------------|
| 1 | Degree 2i or above   | Essential | Application |
| 2 | Professional qualification in library or information work                          | Essential | Application |
| 3 | Higher degree  | Desirable | Application |
| 4 | Recognised member of relevant professional body e.g. CILIP, HEA Academy/Advance-HE | Desirable | Application |

## Skills, Knowledge and Experience

|    |   |           |                                    |
|----|---|-----------|------------------------------------|
| 5  | Experience of working in learning support, academic libraries or academic IT within HE/FE                             | Essential | Application Interview              |
| 6  | Knowledge of recent trends and developments in information and academic skills development                            | Essential | Application Interview Presentation |
| 7  | Knowledge of recent trends and developments in the support of learning and teaching                                   | Essential | Application Interview Presentation |
| 8  | Experience of delivering teaching and/or training activities  | Essential | Application Interview Presentation |
| 9  | Knowledge of recent trends and developments in collection development, especially the provision of online information | Essential | Application Interview Presentation |
| 10 | Digitally literate, with experience of using a variety of software applications and web-based tools                   | Essential | Application Interview              |
| 11 | Experience of managing and leading staff, groups or projects  | Essential | Application Interview              |
| 12 | Good written and verbal communication skills  | Essential | Application Interview              |
| 13 | Experience of managing budgets  | Desirable | Application Interview              |

|    |   |           |                       |
|----|---|-----------|-----------------------|
| 14 | Knowledge or experience of research in HE   | Desirable | Application Interview |
| 15 | Demonstrable recent personal and professional development, including the participation in professional networks | Desirable | Application Interview |
| 16 | Demonstrate understanding of HR policies and procedures   | Desirable | Application Interview |
| 17 | Ability to identify and undertake vital conversations appropriately   | Desirable | Application Interview |
| 18 | Ability to delegate appropriately   | Desirable | Application Interview |

### **Personal Qualities**

|    |   |           |                       |
|----|---|-----------|-----------------------|
| 19 | Persuasion and negotiation skills                           | Essential | Application Interview |
| 20 | Self-motivated and organised                                | Essential | Application Interview |
| 21 | Ability to motivate staff                                   | Essential | Application Interview |
| 22 | Ability to build positive work relationships                | Essential | Application Interview |
| 23 | Ability to adapt to organisational change                   | Desirable | Application Interview |
| 24 | Ability to adapt to technological advances in the workplace | Desirable | Application Interview |