Information Specialist Manager

Reference: 0672-23
Grade: Grade 9
Salary: £45,575 to £54,395, per annum, depending on experience
Contract Type: Permanent
Basis: Full Time (36.5 hours per week)

Job description

Job Purpose

This role will be responsible for leading and managing the Library's information specialist services. This includes the delivery of academic support to Aston's Colleges, support for programme development and review, and learning and research skills development. The postholder is responsible for leading engagement activities with the Colleges and developing and maintaining positive partnership working with academic and professional service colleagues. The role will be a key member of the Library Leadership Team (LLT) providing strategic oversight and leadership for the whole of Library and Information Services.

Main duties and responsibilities

Service Delivery

- ▶ Manage and develop the Library's information specialist services including effective liaison and communication with academic staff to deliver library services that meet the education and research needs of the Colleges

- ▶ Develop and maintain an excellent knowledge of College and School plans, programme developments, and learning and research activities and how these impact on library services, sharing knowledge with colleagues, and implementing service changes and improvements

- ▶ Lead the development and evaluation of information skills provision for taught and research students within the curriculum and through university skills development programmes, ensuring delivery is aligned to appropriate skills frameworks, and collaborating with university partners in learning and research development as appropriate

- ▶ Work collaboratively with the Information Resources Lead to provide access to relevant resources to support learning, teaching and research, ensuring content development aligns with the strategic plans of the Colleges, and contributing to the review and evaluation of information resources

- ▶ Manage a flexible enquiry and appointment service for students and staff, working in collaboration with library colleagues to complement the frontline and specialist service provision and ensure appropriate referral mechanisms are in place

- ▶ Contribute to the strategic development of library services in collaboration with library service leads and the library senior management team

- ▶ **Relationship management and communication**

- ▶ Develop and maintain positive relationships with College and academic staff, contributing library expertise to programme development, and engaging academic staff in library service developments

- ▶ Build strong collaborative links with colleagues across professional services in parallel roles, e.g. Learning and Development Centre, Careers and Placements,

CLIPP, to develop collaborative and complementary support services for students and staff

▶ Work collaboratively with library services leads to develop and deliver advocacy and communication strategies, and to promote information resources and library research services to the Colleges

▶ Represent the Library at meetings of College and School committees and academic meetings as appropriate providing reports and collating feedback for library service development

▶ Lead and develop understanding of student experience of library services, coordinating team attendance and input at staff/student meetings, actively seeking and acting on feedback through a range of engagement activities

▶ Analyse qualitative and quantitative data from experience surveys and internal data collection relating to library services, developing action plans and implementing recommendations for improvements

▶ Develop and maintain an external network with information specialist colleagues and practitioners, adopting and contributing to best practice in the sector, and representing Aston in external forums as appropriate

▶ **Management**

▶ Manage and motivate the team of Information Specialists, including effective line management, appraisal, training, professional development and performance management

▶ Develop and monitor service plans and priorities, set objectives and report on service standards and performance targets as required

▶ Be an active member of the Library's Leadership Team (LLT) contributing to the annual planning and review of Library services, business continuity, and service development

▶ Lead on approved projects and implement recommendations as appropriate

▶ To undertake any other tasks as may be designated by the Director of Library Services

Additional responsibilities

▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.

▶ Ensure and promote the personal health, safety and wellbeing of staff and students.

▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.

▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Education to degree level, or equivalent qualifications or experience Postgraduate qualification in librarianship, information studies or comparable profession or equivalent experience	Application form
Experience	Experience of working in an academic library or information service Experience of supporting learning and teaching or research Experience in an academic liaison, research support, or learning development role Experience of management or staff supervision	Application form and interview
Aptitude and skills	Demonstratable knowledge of learning and teaching and research in Higher Education Demonstratable knowledge of pedagogy and information and digital literacy Awareness of the Higher Education environment and teaching and research quality agendas Strategic thinking – the ability to plan for the long term. Highly developed relationship management skills and ability to develop credible partnerships with a range of stakeholders	

	Essential	Method of assessment
	Ability to design and deliver skills develop programmes and create engaging learning materials for diverse groups A user focused approach to the design and delivery of services Ability to motivate and generate enthusiasm in others Ability to prioritise and schedule workloads in the face of conflicting demands Excellent oral and written communication, presentation and interpersonal skills Excellent interpersonal, teamwork, network and influencing skills. Excellent IT, information and data handling skills Highly organised	
Other	Commitment to Customer Service Excellence	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Membership of CILIP, the Higher Education Academy or other relevant professional body	Application form
Experience	Experience of team management and staff supervision	Application form and interview

|	Desirable	Method of assessment
	Experience of leading projects Experience in learning design and the creation and evaluation of digital learning materials	
Aptitude and Skills	Ability to analyse data	Application Form

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.
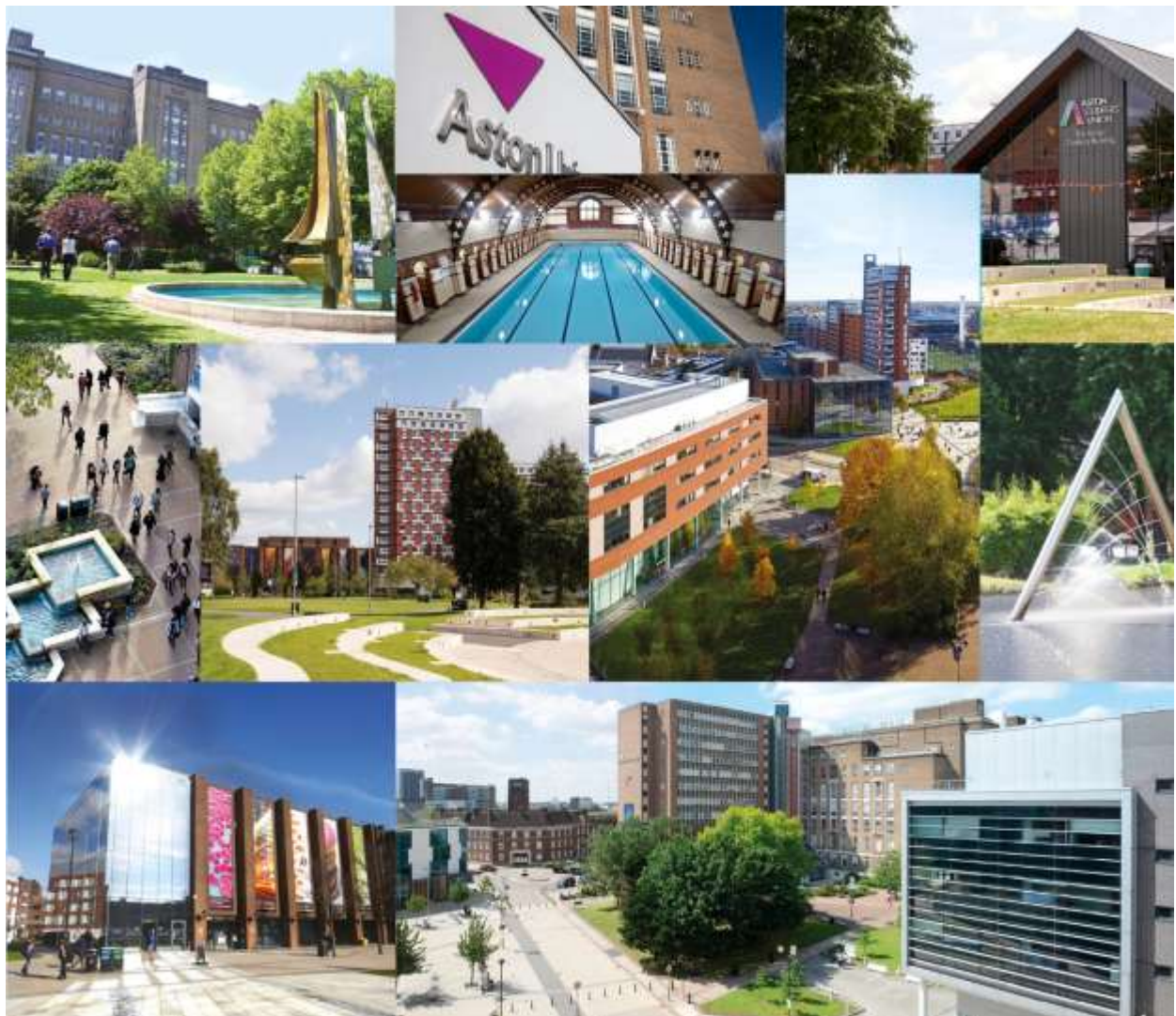
Contact information

Enquiries about the vacancy:

Name: Anne-Marie James
Job Title: Director of Library and Information Services
Email: a.james3@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:
Post-Brexit transition period / EU Settlement Scheme
The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage https://www.gov.uk/settled-status-eu-citizens-families
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:
Skilled Worker Visa
https://www.gov.uk/skilled-worker-visa

Global Talent Visa
If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:
- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
https://www.gov.uk/global-talent

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

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