CITY OF GLASGOW COLLEGE

POST DESCRIPTION AND PERSON SPECIFICATION

POST	Head of Libraries & Learning Technologies
SALARY	£44,117 - £47,623 per annum
HOURS OF DUTY	35 hours per week
LOCATION	To be advised Across all sites
REPORTING TO	Vice Principal – New Campus & Student Development
RESPONSIBLE FOR	Libraries and Learning Technologies Staff

KEY CHALLENGES

1. To assist the VP in the development and implementation of Libraries and Learning strategy and operational plans.
2. To lead, motivate and appraise Chief Librarian, Learning Technologies Manager and associated staff to ensure the College's Libraries and Learning Technologies objectives are achieved.
   To lead in the realignment of Learning Technologies ensuring close embedding within Curriculum areas and support the introduction of structures to facilitate this alignment
3. To align the key targets of Libraries and Learning Technologies with the priorities of the Learning and Teaching strategy and associated policies, practices and procedures.
4. To ensure that there is effective engagement between Libraries and Learning Technologies with the development and delivery of the curriculum.
   To lead in the migration of Library services to the new campus development and in realising the benefits associated with this new high profile facility
5. To engage with the wider sector to identify innovative and best practices and promote these appropriately within the Libraries and Learning Technologies services.
6. To identify and secure external project funding and commercial opportunities.
7. To make effective use of resources to ensure the sustainability of the service.
8 To work towards a 'world class' level of service in all areas of operation.

KEY RESPONSIBILITIES

1. To lead and manage staff at all College sites.
2. Advise the Curriculum Director, ELT and College Management team on strategic and operational issues related to the Libraries and Learning Technologies Services.
3. To develop, monitor and evaluate operational plans for the Libraries and Learning Technologies Services.
4. To prepare, contribute to and implement all appropriate College policies.

POST DESCRIPTION AND PERSON SPECIFICATION

5. To manage resources and budgets for the Service.

6. To ensure effective CPD activities for staff for positive impacts on service and the student experience.

7. Manage change to ensure that service to staff and students is consistently maintained.

8. Deputise for VP – Learning & Teaching at appropriate events.

KEY ROLES

1. Provide clear and effective leadership of high performing team/s.

2. To oversee the management of the Service in all campuses throughout the College.

3. Prepare appropriate documentation, reportage, procedures and information as required for strategic and operational management.

4. Engage with Heads of School, senior academic staff and Quality to promote, extend and evaluate the effectiveness of the Libraries and Learning Technologies Services within the Curriculum.

5. To work with an appointed Curriculum lead to embed learning technologies across the College

Supervise the training programmes for staff in line with VLE usage and Content Development.

6. Develop bid proposals for external funding opportunities.

7. Work effectively cross-College with all related services to ensure best delivery of service to staff and students.

8. Represent the College at appropriate external meetings and events.

9. Establish and maintain a sector wide positive profile for the College's Libraries and Learning Technologies Services.

GENERAL

1. Implement College policies, particularly those relating to equality and diversity.

2. To implement Health and Safety and security measures in accordance with statutory and College requirements.

3. Be a role model supporting College values and corporate management.

4. Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.

5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.

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Every Post Description will be subject to review;

1.   Within six months of appointment

2.   Thereafter, on an annual basis

3.   As a result of agreed staff development / personal development needs

4.   As a result of team / operational requirements or strategy changes.

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

POST DESCRIPTION AND PERSON SPECIFICATION

PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
Head of Libraries & Learning Technologies	Libraries & Learning Technologies

FACTOR	ESSENTIAL	DESIRABLE	Means of Assessment
Qualifications and Training	Relevant Degree / Diploma or equivalent level qualification or demonstrable experience		• Application • Interview
	Evidence of continuous professional development		• Application • Interview
	Chartered Librarian		• Application • Interview
		Relevant postgraduate qualification	• Application • Interview
Occupational Experience	Management of large Library/College		• Application • Interview
	Management of Learning Technologies within College		• Application • Interview
	Strong leadership and management skills and experience		• Application • Interview
	Staffing and budget management		• Application • Interview
	Strategic focus		• Application • Interview
	Well developed negotiating and influencing skills		• Application • Interview
	Well developed IT skills		• Application • Interview
		Project leadership/ management experience	• Application • Interview

POST DESCRIPTION AND PERSON SPECIFICATION

Personal qualities and competencies	Ability to develop positive working relationships with individuals at all levels (internal and external)		• Application • Interview
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery		• Application • Interview
	Highly developed communication, liaison and networking skills		• Application • Interview
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change		• Application • Interview
	Excellent ICT skills		• Application • Interview
	Ability to analyse, solve problems and implement change		• Application • Interview
	Strong written and verbal communication skills, with the ability		• Application • Interview
	to present complex information clearly and effectively		
	Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties		• Application • Interview
	The ability to delegate effectively and manage the performance of others		• Application • Interview

	The ability to develop and lead teams		• Application • Interview
	Demonstrate both professional and personal credibility and is recognised and respected as a leader in their field		• Application • Interview
		The ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated	• Application • Interview

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