



CITY AND ISLINGTON
COLLEGE

JOB REF NO: 4693

CITY AND ISLINGTON COLLEGE

JOB DESCRIPTION

A. TITLE OF POST: Learning Centre Manager (Maternity Cover)

RESPONSIBLE TO: Head of Learning Centres

RESPONSIBLE FOR: Learning Centre Staff

GRADE: PO1

SALARY: From £32,169 up to £34,404 ILW

CLOSING DATE: Monday 15th March 2010 (Midday)

B. PURPOSE OF THE JOB

- The role of the Learning Centre Manager is key within the college and crucial to the delivery of student success.
- As part of the Learning Centre management team you will be responsible for the proactive and innovative development, management, delivery, and promotion of learning centre services to develop a quality curriculum focussed, and learner centred service.
- You will introduce new ways of working to make best use of developing technologies to promote active student engagement with learning, including e-learning and Web 2.0 technologies.
- To manage, lead and develop a team of approximately 6 staff.

C. MAIN DUTIES AND RESPONSIBILITIES

In consultation with the Head of Learning Centres the main areas of responsibility will include:

1. The development and implementation of City and Islington College Library Services Strategy.
2. To provide leadership, co-ordination and development of the Learning Centre team.
3. Provide direct line management of the team, taking responsibility for recruitment, motivation, performance management, allocation of duties and responsibilities, training and development.
4. Contributing to the management and improvement of centre based service and communications networks to meet business objectives and to ensure a robust fit for purpose infrastructure.
5. To manage the centre budget, and provide relevant financial information.
6. Develop and manage centre resources effectively and within budget to reflect the diversity, equal opportunities and inclusive learning policies of the college.
7. To monitor and evaluate the centre service to ensure continuous quality improvement in line with the College annual self-assessment cycle, including the provision of reports and statistics.
8. To develop and implement strategies for promoting the service.
9. To manage the programme of induction and user education.
10. To hold and develop responsibility for providing a helpful, friendly, inclusive service within a centre while maintaining an environment in which students are able to study.
11. To develop partnerships with other information/resource professionals and others involved in education and curricular developments

The post holder will be appointed to the Learning Centre Service of City and Islington College and may be required to work at any centre across the College.

D. EXPECTATIONS OF THE POST HOLDER

1. Ensure that the college policy for equality of opportunity and diversity are adhered to and promoted in all aspects of the post holder's work.
2. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
3. The role holder will be expected to attend training sessions to refresh and update systems knowledge and the range of core skills required to undertake the role.
4. To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Undertake such duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.

NB. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. A degree in a relevant discipline or equivalent qualification.
2. Membership of an appropriate professional organisation.
3. Relevant management experience within an educational institution, preferably Further Education.
4. Demonstrable experience of delivering library/learning centre services in a customer focussed environment.
5. Demonstrable experience in a team leadership role, including change management responsibilities.
6. Demonstrable experience of budget management

Knowledge and Understanding

1. A knowledge and understanding of the work and current developments in Post 16 education, and how they affect Learning Centre services is desirable.
2. Understanding of curriculum change and its impact on Library/Learning Centres.

3. A knowledge and understanding of the impact of Web 2.0 and e-technologies on teaching and learning.

Skills and Abilities

1. Excellent written and oral communications, including competence in presentation, negotiation and inter-personal skills.
2. Management and leadership.
3. Demonstrable understanding of library and learning resources service delivery.
4. Training and documentation
5. Demonstrable analytic and problem solving skills.
6. Commitment to the service ethos and user focus, including the effective management of the student Code of Conduct in line with the College's disciplinary procedures.
7. Ability to work independently and within a small team.
8. Ability to work in a busy environment and to tight deadlines.
9. Flexible approach to work
10. Ability to use e-technologies to develop services to learners

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: Personnel, 383 Holloway Rd, London. N7 0RN or you can email it to: jobs@candi.ac.uk

Selection will be based on the criteria outlined in the College's Management Behaviour Framework