

**University of Derby Job Description**

# Job Summary

## **Job Title**

Academic Enhancement Manager

## **College/Department**

Provost Learning & Teaching

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0373-24

## **Salary**

£42,791 to £45,955 per annum (for exceptional performers, there is scope for further progression up to £61,235 per annum).

## **Reports To**

Head of Academic Services

## **Line Management Responsibility**

Yes

# Job Description and Person Specification

## **Role Summary**

The Academic Enhancement Manager implements, leads and manages the Library’s operational activity in support of learning, teaching and academic skills. Accountable for the delivery of the Library’s academic enhancement service operational plan, the post holder works collaboratively to embed the Library’s support for learning, teaching and academic skills across the University.

The Academic Enhancement Manager leads a team of specialists supporting learning and teaching and, as a member of the Library’s Leadership Team, plays a key role to ensure services in support of learning, teaching and academic skills align with the Library’s vision, and strategies and the University’s broader strategic priorities.

## **Principal Accountabilities**

1. Lead the development and management of the Library's operational support for teaching, learning and academic skills, placing strong focus on continuous improvement to align with university priorities.
2. Build and lead positive and effective relationships with academic colleagues in order to support the learning and teaching priorities of the University through Library service provision including, but not limited to, contributions to programme planning, curriculum design and delivery.
3. Lead the Library's design and delivery of pathways for nurturing and developing academic skillsets amongst the University’s students and learning & teaching staff, working collaboratively with colleagues to embed, where appropriate, within curricula and within institutional academic enhancement opportunities.
4. Develop and implement operational plans associated with academic enhancement, ensuring effective measures and benchmarks are used to monitor progress.
5. Lead the development, implementation and currency of an academic skills framework designed to enhance taught student confidence in their academic skillsets, collaborating with others to achieve this.
6. Lead on operational liaison with internal and external partners in respect of academic enhancement and skills, representing the Library across the University and through external engagement, commensurate with the role.
7. Oversee the capture and collation of data relevant to academic enhancement; analysing, interpreting and reporting conclusions to support recommendations that inform decision-making in service design and delivery.
8. Maintain an understanding of the education regulatory and Policy environments, standards, best practice and developments of significance in the provision of academic enhancement and skills services, communicating, as appropriate, to relevant stakeholders.
9. Provide specialist advice and guidance across the University in respect of academic enhancement and skills.
10. Contribute towards the evaluation of scholarly content provision, with a particular focus on ensuring value and alignment with the University's learning and teaching ambitions.
11. Collaborate on reviewing, developing and implementing relevant University Policies and procedures relating to academic enhancement and skills.
12. Collaborate to positively impact learning and teaching culture across the University with emphasis on promoting effective leveraging of the Library’s scholarly content assets, the use of resource lists as a pedagogical tool and academic skills development.
13. Maintain awareness and understanding of copyright law in respect of its relevance in learning and teaching.
14. Lead collaborative work to design and deliver academic enhancement contributions that further the University’s Access & Participation Plan and civic priorities.
15. Provide line management to reporting colleagues, defining agreed objectives, securing effective performance management and fostering inclusive approaches to service development.
16. Actively participate as a member of working groups across the Library and, where relevant, the wider University to develop and implement Policies and procedures, contribute towards decision-making, resolve issues and implement assigned projects.
17. Lead and deliver projects aligned to the strategic priorities of the Library.
18. Actively promote and support inclusion through operational activities undertaken through the role.
19. Undertake continuous personal and professional development in support of the role.
20. Be flexible with working pattern and in working at different University sites and supporting other library teams, as required.
21. Ensure compliance with relevant University policies and procedures.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Level 6 qualification, such as an undergraduate degree or relevant professional experience

#### **Experience**

* Experience of managing and delivering user-focussed services with an emphasis on continuous quality improvement.
* Experience in the design and delivery of pedagogical approaches to academic skills development.
* Experience of managing and motivating people, including identifying skills gaps and training needs, performance management and talent development.
* Experience of building positive relationships and working productively in collaboration with a wide range of colleagues.
* Experience of managing and delivering successful projects in a professional context.
* Experience of leveraging quantitative and qualitative data to inform decision making and drive continuous quality improvement.

#### **Skills, knowledge & abilities**

* Commitment to equality, diversity and inclusion with the ability to role model, adhere to and advocate the University’s Equality, Diversity and Inclusion Policy.
* Knowledge of regulatory conditions, Policy and practice in Higher Education teaching, learning and academic skills.
* Knowledge of copyright law in respect of its relevance in learning and teaching.
* An understanding of the information requirements and discovery-seeking behaviour of students and researchers.
* Ability to critically analyse services and processes, utilising data and evidence to inform strategic development.
* Ability to plan, prioritise and organise work and people to achieve objectives on time.
* Confident and self-assured with theability to communicate highly complex information effectively to both specialists and non-specialists adjusting the level to suit varying levels of audience.

#### **Business requirements**

* Ability to work across all University sites, as required.
* Ability to be flexible within the working pattern to meet the business needs, including working evenings, weekends, or extended hours.

### **Desirable Criteria**

#### **Qualifications**

* Postgraduate or additional relevant professional qualification.
* Membership of relevant professional bodies.

#### **Experience**

* Experience of working within an academic library.
* Experience of developing services in support of learning and teaching.

**Skills, knowledge and abilities**

* Knowledge of information literacy principles and skills relevant to academic success.
* An understanding of search strategies pertaining to academic literature.

# Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# Our People

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.