Job Description

Job title	Academic Support Manager
School / department	Library Services
Grade	6
Line manager	Head of Content and Scholarly Communication
Responsible for (direct reports)	Subject Librarians and Assistant Librarians
Date of creation or review	10/12/2025

Main purpose of the job

To progress the teaching, learning and research activities for a group of designated schools, colleges or subject areas through the management of relevant Subject Librarians and Assistant Librarians, liaison, information literacy teaching, collection development and support services.

Key areas of responsibility

1. Lead the provision of academic support within the Library for a group of designated schools, colleges or subject areas by line management and development of relevant members of the Academic Support team.

2. Assume responsibility for day to day relationships and communications between the Library and the designated schools/colleges/subject areas. Ensuring lecturers' teaching and research needs are anticipated and met and plans are in place for integration of Library resources, technology, skills and services.

3. Responsible for the development and delivery of the Library's Content Policy for the designated schools/colleges/subject areas, ensuring that the print and digital collections meet evolving needs with particular emphasis on reading list provision.

4. Manage the relevant library budgets for the designated schools/colleges/subject areas to ensure they are meeting the needs of students and staff and providing value for money. In addition, alongside colleagues, contribute to the decision making in regards cross-disciplinary material library budgets. Ensure compliance with university financial regulations.

5. Manage and contribute to the embedded information literacy teaching for the designated schools/colleges/subject areas to ensure that the teaching is embedded into the relevant modules across all the courses and evaluated for quality and impact.

6. Working in partnership with colleagues, continuously develop the Library's various physical and digital enquiry support services to agreed service levels, taking into account changing student demand and expectations, the demands of multiple sites and extended service hours.

7. Manage the development of independent learning materials for the designated schools/colleges/subject areas to build on the knowledge/skills provided through the information literacy teaching.

8. Ensure the creation, maintenance and analysis of appropriate management information to ensure that evidence-based decisions can be made to develop Library Services for the designated schools/colleges/subject areas.

9. Establish an annual action plan for responding to (and reporting on) any Library feedback received via the NSS Survey, course module evaluation surveys, accreditation visits etc. relevant to the designated schools/colleges/subject areas.

10. Evaluate the quality and impact of the work of the team of librarians working with the designated schools/colleges/subject areas to ensure the student experience is continuously improving.

11. Contribute knowledge and advice to support critical university and departmental activities, including course accreditation, partner validation, Office for Students requirements and policies, REF, TEF and KEF.

12. Represent Library Services on relevant University committees or working groups and externally, as required by the Director.

13. Maintain a high level of continuing professional development to update own awareness of relevant external developments and best practices for similar service provision with benchmark institutions. Within individual specialisms, contribute to the published knowledge available through the publication of material and/or presentations at conferences and other CPD activities.

14. Ensure personal and team compliance with all of the University's procedures, policies and regulations.

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Although based at a particular campus, the post holder is required to work at any of the University sites as necessary.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	First degree or equivalent.	Essential	X	X	
	Professional qualification in Library or Information Studies or equivalent experience.	Essential			
	Teaching or research qualification	Desirable			
	Membership of an appropriate professional body	Desirable			
Knowledge and experience	Experience of liaison/subject librarianship in a Further/Higher Education environment	Essential			
	Experience of collection development work across print and e-resources	Essential			
	Experience of providing enquiry support services using different communication channels	Essential			
	Experience of supervising staff on projects and/or leading on working groups/projects.	Essential			
	Experience of delivering Information Literacy teaching or equivalent type of training.	Essential			
	Project management experience	Desirable			
	Experience of planning or strategy development (and implementation)	Desirable			
	Experience of line management, coaching or staff development.	Desirable			

Specific skills to the job					
	Budget management skills	Essential			
	Articulate an understanding of the rapidly changing culture of higher education and library provision.	Essential			
	An understanding of learning, teaching and research and of the requirements of students from a variety of backgrounds	Essential			
	Ability to network effectively and represent the interests of Library Services at subject level and beyond	Essential			
	An awareness of and ability to apply appropriate new methods or technologies to service delivery.	Desirable			
General skills	Ability to lead and motivate people	Essential			
	Ability to work flexibly both independently and as part of a team	Essential			
	Deliver high standards of written and oral communication, including report writing	Essential			
	Ability to proactively prioritise complex and competing demands with minimal supervision	Essential			
	Excellent interpersonal, negotiating and/or influencing skills	Essential			
	Good numeracy and analysis	Essential			

	Self-awareness and commitment to reflective practice, especially relating to interpersonal skills.	Essential			
	Ability to use initiative to innovate and apply lateral thinking to solve problems	Essential			
Other	An adaptable, responsive and flexible approach	Essential			
	A commitment to meeting user needs and a proactive, positive approach to service development	Essential			
	Evidence of continuing professional development and keeping up-to-date	Essential			
	Evidence of professional writing or presenting at conferences.	Desirable			

Disclosure and Barring Scheme   Is a DBS Check required: DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

[1]**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

[2]**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.