



JOB DESCRIPTION

Post:	Deputy Learning Services Support Team Leader: Resources
Responsible to:	Learning Services Support Team Leader: Resources
Salary:	£23,313 - £25,288 (Scale 5, Points 25 – 28) Full Time, 52 Weeks per annum.
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To assist the Learning Services Team Leader in overseeing and monitoring the day to day activities of the Library and Learning Resources Services to ensure the team delivers an outstanding service.</p> <p>To deputise in the absence of the Learning Services Team Leader as and when required.</p> <p>To provide an outstanding customer service experience to all members of the College community.</p> <p>Actively promote resources and the Learning Services Team, utilising online tools, visual and interactive displays and cross college promotional events.</p> <p>Liaise with departments to support the acquisition of learning resource materials considering suitability of content, cost, relevance and currency and ensuring best value for money in line with a pre-agreed collection management policy.</p>
Specific Duties:	<p>To work as part of the team staffing Learning Service / Library Helpdesks across the campus, performing relevant library tasks, proactively welcoming users into centres, offering help and support, providing an outstanding customer service to the College Community and actively promoting an environment conducive to learning by maintaining student behaviour and maintaining tidy working practices.</p> <p>To work with the Learning Services Team Leader to develop and motivate the Learning Services team including delegating tasks appropriately.</p> <p>Demonstrate an ability to collect, collate and interrogate relevant statistics and provide them to the Learning Services Team Leader when requested.</p>

Specific Duties (cont'd): Support the development of E-learning and the growth of new technologies.

To support the Learning Services Team Leader: Resources in managing the Learning Services budget in line with priorities agreed by maintaining a record of the budget and by providing monthly budget information to the Learning Services Team Leader.

To sign off items of expenditure and oversee cash deposits to Finance agreed with the Learning Services Team Leader: Resources.

Oversee regular stock-takes, including the removal and withdrawal of stock in line with the collection management policy, recording the outcomes of the exercise and reporting to the Resources Team Leader.

Manage the smooth and effective operation of the acquisition process for print and electronic resources for the College departments, including supplier liaison, order placing and tracking, recording of transactions, resolution of any supplier / invoicing problems and payment of invoices.

Catalogue, classify and keyword resources appropriately, to ensure maximum effectiveness and use within the learning centres and departments.

In liaison with the Learning Services Team Leader, be proactive in monitoring, identifying and sharing best practice in the service, regularly reviewing current practice to help develop and maintain inspiring learning spaces, which are conducive to learning and which encourage and embrace the use of technology.

Actively participate in the design, delivery and evaluation of appropriate information, research skills, study skills support and basic IT sessions for all College learners. Including group inductions, group training sessions and individual support.

To act as a point of contact for Library and resources queries.

Participate in events and activities aimed at encouraging use of the Learning Services provision.

Seek opportunities to recommend resources and services to all customers.

General Requirement:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with college procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of college equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

DEPUTY LEARNING SERVICES TEAM LEADER: RESOURCES

A pro-active approach to work and an enthusiasm for working in an educational environment. The ideal candidate will have excellent inter-personal skills, an understanding of current trends and developments within support departments and previous supervisory or managerial experience.

Ideally, the person appointed will have the following skills and experience:

- Hold, or be working towards a Qualification at Level 5 or above in a relevant strand of the teams work, for example Library and Information Management.
- Experience of working in an educational learning environment.
- Excellent IT skills.
- Excellent research skills.
- Proven track record in organisation and administrative skills.
- Proven experience of working closely with students.
- A creative and passionate approach to working with young people.
- Knowledge of design and creation of innovative learning spaces.
- Ability to design, deliver and review training programmes.
- Experience of inspiring teams to maximise potential.
- A commitment to the provision of an outstanding customer experience.
- Ability to successfully meet deadlines.
- Knowledge of support needs of individual learners and how these can be met.
- Experience of using IT as a tool to support learning.
- An understanding of VLE, e-learning and e-resource development.
- Committed to the ethos of learning for all.
- Desire to continue learning.
- Professional and business-like approach, able to represent the College and the Learning Centre positively.
- Confident in dealing with challenging situations.
- Adaptable, open minded and committed to team working.
- Ability to prioritise and make decisions.
- Committed to further training.
- Flexible in their working hours as working pattern could include evenings and occasional weekend deployment.
- Willingness to demonstrate a flexible attitude and to embrace change.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities