

ACADEMIC LIBRARIES NORTH (ALN)

Academic Libraries North Development Manager

Employer: SCONUL (<http://www.sconul.ac.uk>) on behalf of ALN

Location: Home-based (with occasional travel for meetings/conferences)

Salary: c£41,500 FTE

Hours: 35 Hours FTE

Job Description

Academic Libraries North is a co-operative group of higher education libraries in the north of England. The group focuses on events which encourage an exchange of experience and expertise amongst members, joint procurement activities, and collaborative staff training and development activity.

The role of Development Manager is to provide support to the group, to assist in the development of collaboration and shared services in the region and to encourage the exchange of experience and expertise among members.

The Development Manager is employed by SCONUL – the professional body for academic libraries – on behalf of ALN member institutions.

The Development Manager reports directly to the ALN Chair to deliver objectives agreed by the Board. Named staff from across the consortium take the lead on various aspects of ALN work, and the post-holder will work closely with these individuals on specific programmes and projects, providing a link from projects to the ALN Steering Group.

The Development Manager is required to work at a senior level and has responsibility for development activities, governance issues and for co-ordinating sub-groups across ALN.

There is no regular line management responsibility, although from time to time the post holder may be required to coordinate input from staff members in one or more of the consortium's member libraries, and/or to supervise work experience placements.

Responsibilities

- Initiate the implementation of ALN policy, ensuring that all activities deliver value for money for member libraries and fit with the strategic direction of the Board.
- Act as ALN secretary, working with the SCONUL office as required.
- Manage the implementation of a range of ALN projects and programmes consistent with agreed objectives, and, working closely with colleagues in member libraries, ensure that all operational objectives (eg staff training & development activities; procurement issues; governance requirements) are coordinated and achieved, monitoring implementation, developing documentation, arranging events and supporting project leads.
- Manage and develop all ALN communications including creating and maintaining the ALN website and use of social media.
- Undertake day to day responsibility for the ALN funds (held by SCONUL) under the direction of the ALN Treasurer.
- Facilitate ALN meetings and co-ordinate and support the work of ALN groups, sub-groups and ad-hoc working parties.

- Support and help coordinate the work of the Conference Planning Team, working closely with the ALN Conference Planning Chair(s).
- Maintain a knowledge base of information about shared services and other consortial arrangements, updating members as appropriate.
- Monitor funding calls and other opportunities, liaising with the Chair to ensure ALN members are able to bid as appropriate.
- Explore and report on initiatives elsewhere to inform ALN strategy and decision-making.
- Represent ALN at local, regional and national level, and establish and maintain working relationships with other appropriate agencies.
- Undertake other appropriate duties as requested by the ALN Board.

This Job description is a guide to the work initially required to undertake the role. It may be changed from time to time to meet changing circumstances. It does not form part of the Contract of Employment.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by*
1	A graduate qualification or equivalent professional experience	E	A

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by*
2	Experience of working in a library/information service environment	E	A, I
3	Experience of initiating, communicating and delivering a range of outputs to a variety of audiences	E	A, I
4	Experience of budget administration	E	A, I
5	Effective spoken, written, presentation, and organisational skills	E	A, I
6	Experience of multiple project management and delivery to deadlines	E	A, I
7	Experience of working with groups including providing professional advice and contributing to policy formulation	E	A, I
8	Experience of working as part of a team, delivering shared projects and willing to support others/learn new skills	E	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by*
9	Microsoft Office applications, particularly Word and Excel	E	A, I
10	Knowledge/experience of collaborative working, such as use of Teams in a professional setting	E	A, I
11	Understanding of relevant legislation and communication protocols, such as GDPR and accessibility regulations	E	A, I

12	Knowledge of promotion and communication issues, including web based delivery and social media (ideally to include experience of managing a website)	D	A, I
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Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by*
13	Ability to quickly detect and respond to relevant new initiatives in HE information and library services	E	A, I
14	Ability to represent Academic Libraries North at all levels	E	A, I
15	Ability to contribute to strategy, policy formulation and decision-making	E	A, I
16	Ability to organise own workload and work out approaches to major problems, as well as working as part of a team	E	A, I
17	Ability to deal with people at all levels, with diplomacy and tact	E	A, I
18	Willingness to work in a flexible manner	E	A, I
19	Willingness to expand personal professional development appropriate to the requirements of the post	E	A, I
20	Willingness to train staff from member libraries to support the work of projects and/or day-to-day ALN activities	D	A, I

General

	Additional Requirements:	Essential/ Desirable	Tested by*
21	There will be a requirement to travel to ALN sites and other external venues, as required	E	A, I
22	ALN supports job sharing where it is reasonable and practical to do so, and where operational needs are not adversely affected	E	A, I