

**Job Description**

# **Job Title:**  Learner Resources Officer

**Department:** Learner Inclusion and Support

**Location:** All campuses

**Responsible To:**  Learner Resources Manager

**Job Purpose:** Responsible for ensuring the smooth operation of the campus library, whilst facilitating and providing support to a wide range of learner needs, including literacy, language, numeracy and study skills.

To develop, maintain and review the Learner Resources collection to meet the needs of the college.

**Principal Responsibilities**

1. Library Duties
	1. To work with the Learner Resources Manager to create, implement and review strategies, policies and procedures that develop and improve all aspects of the Library provision.
	2. To provide a comprehensive support function for all learners.
	3. To line manage the work of the Learner Resources Advisors in line with team policies.
	4. To lead the Learner Resources Advisors in maintaining a productive study environment.
	5. Work independently, and with staff and students, to develop resources to meet curriculum needs; maintaining and cataloguing the collection in line with Library Policies.
	6. Co-ordinate the development, within the Library, of learner events and enrichment activities that support creativity, curiosity and engagement.
	7. To plan, co-ordinate, and when appropriate deliver, ongoing CPD support for Learner Resources Advisors, ensuring they are fully able to meet the needs of users.
	8. To take the lead on relevant projects, providing regular updates to the Learner Resources Team and Manager.
2. Information Systems
	1. Oversee the day-to-day running and effective implementation of all relevant administrative and information systems in line with Policies and Procedures and expected standards.
3. Support for Learning
	1. To support learners with a full range of academic and digital skills.
	2. Manage support requests and respond to them accordingly – providing a range of support for learners, including: 1-1 support, distance support, small group support or leading workshops for whole classes.
	3. To signpost learning opportunities that stretch and challenge all students, to provide informal learning plans when appropriate.
4. Team Work
5. To attend, contribute and participate in team meetings as and when necessary.
6. To contribute to campus promotional activities as required.
7. To contribute to a culture of continuous improvement and demonstrate behaviours consistent with an open, inclusive and participative management style.
8. To keep up to date with all relevant specialist information and developments including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
9. To participate in personal professional development activities and carry out any other duties commensurate with position, qualifications and experience.
10. Policies & Procedures
11. To comply with all College Policies & Procedures.
12. To keep abreast of changes to Policy & Procedures and to make the necessary changes to administrative systems.
13. To ensure that all aspects of the College Financial Instructions and Financial Standing Orders are followed.
14. Promote the college’s core values and incorporate them into all aspects of the role.
15. To contribute to supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.
16. To ensure that all activities are compliant with the General Data Protection Regulations.
17. Health & Safety
18. To ensure that safe working practices are used, and appropriate Health and Safety legislation adopted.
19. To exercise responsibility for carrying out and adhering to the Health, Safety and Welfare Policy and Procedure.
20. To liaise with the Health and Safety Manager to ensure accurate recording of related information.

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| **Note:**1. **As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.**
2. **This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.**
3. **This description is not intended to establish a total definition of the job, but an outline of the duties.**
4. **All staff are required to make themselves aware of the Financial Regulations. Campus Business Managers can make them available.**
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Person Specification

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| **Criteria**  | **Essential**  | **Desirable** | **Assessed by** |
| 1. **Qualifications**
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| a) Degree / Relevant level of experience or equivalent qualifications  |  |  | AF |
| b) GCSEs/O levels in English and Maths at Grade C or above. |  |  | AF |
| c) Prepare to Teach |  |  | AF |
| d) Learning Coach  |  |  | AF |
| 1. **Knowledge & Experience**
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| 1. Proven experience of delivering a range of support functions including online learning, online initial assessment tools and the delivery of literacy, language, numeracy and study skills support.
 |  |  | AF/I |
| 1. Good working knowledge of Microsoft packages and Virtual Learning Environments.
 |  |  | AF/I |
| 1. Proven experience of working with on-line resources/learning tools.
 |  |  | AF/I |
| 1. Previous experience of basic/essential skills support.
 |  |  | AF/I |
| 1. Proven experience of working in Learning Centres / libraries.
 |  |  | AF/I |
| 1. Experience of using Library Management Systems.
 |  |  | AF/I |
| 1. Experience of managing / supervising staff.
 |  |  | AF/I |
| 1. Experience of working in or managing a busy, multi-use environment.
 |  |  | AF/I |
| 1. **Skills & Attributes**
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| 1. Ability to organise, plan and prioritise work.
 |  |  | AF/I |
| 1. Ability to meet deadlines and work under pressure.
 |  |  | AF/I |
| 1. Excellent communication skills and the ability to deal with members of staff and learners in a courteous and helpful manner.
 |  |  | AF/I |
| 1. High level of written and oral communication skills.
 |  |  | AF/I |
| 1. High level of digital literacy.
 |  |  | AF/I |
| 1. Ability to use own initiative, strong decision making skills.
 |  |  | AF/I |
| 1. Approachable, flexible and professional manner.
 |  |  | AF/I |
| 1. Diplomacy and discretion.
 |  |  | AF/I |
| 1. Ability to inspire and motivate others to work together to achieve better outcomes and cope with challenging change.
 |  |  | AF/I |
| 1. Ability to use the Welsh language in teaching & learning and/or general communication at (basic/intermediate/advanced level (or willingness to undertake training)
 |  |  | AF/I |
| 1. **Additional Requirements**
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| 1. Able to travel as required to fulfil the requirements of the role.
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| 1. To act as an ambassador for the College.
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