

**Learning Resources Centre and Library Manager**

**Anglia Ruskin University London**

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| **Location:** | London |
| **Salary:** | £38,000 - £45,000 |
| **Hours:** | Full Time |
| **Contract Type:** | Permanent |
| **Post start date:** | 1st January 2026 or as soon as possible thereafter |
| **Closing date:** | Midday Thursday 6th November 2025 |
| **Interviews:** | Friday 14th November 2025 |

Anglia Ruskin University London offers a range of undergraduate and postgraduate courses in Business; Finance and Accounting; Hospitality, Events and Tourism; Health; and Law. We currently have over 6,000 students, located at our East London campus, very close to the East India Docklands Light Railway stop. Our National Student Survey (NSS) 2025 results were excellent, demonstrating our commitment to students and the very high student satisfaction levels.

We are now seeking to drive further improvements in the student experience to further enhance students’ online learning. We are seeking to recruit an experienced, student-centred and innovative professional to the position of Learning Resources Centre (LRC) and Library Manager. The postholder will have a proven track record in LRC/ library or information services and will combine strategic thinking with hands-on delivery.The successful applicant will hold at least an honours degree level and will ideally have a qualification in librarianship, as well as significant experience of working in an LRC and library. You will be a positive, professional, proactive, can-do and supportive member of the ARU London team and will provide sound management of our LRC team. You will be digitally literate, comfortable in managing change and able to use data to improve services. You will be a good communicator and committed to equity, inclusion, diversity and access to ensure the library serves all students. You will have a good understanding of how modern LRC/ library services contribute to learning, teaching and assessment.

ARU London offers a range of benefits for colleagues, including 25 days’ annual leave entitlement plus bank holidays, Nest pension scheme, free library services, free wellbeing services and CPD opportunities. Suitably qualified and experienced candidates who already meet all the essential criteria noted in the Person Specification should emailaCV and cover letter (max of 3 pages), explicitly stating how you meet the essential criteria, to: [**Academicresourcing@london.aru.ac.uk**](mailto:Academicresourcing@london.aru.ac.uk)

**Job Description**

Job Title:

Learning Resources Centre and Library Manager

Reports to:

Head of Learning, Teaching and Assessment

Job Purpose:

Our new Learning Resources Centre and Library Manager will take ownership of shaping a student-centred Learning Resources Centre (LRC) and Library services. You will manage, develop and deliver services across ARU London so they are modern, agile, accessible and responsive to students and colleagues. You will manage the full spectrum of operational responsibilities: line management and appraisal of LRC team and resource planning. You will manage innovation: refreshing and establishing systems, developing new service models and enhancing digital access.

Key Responsibilities:

* To provide strategic and operational leadership and management for the library and LRC required by our students and academic colleagues.
* To develop the service, ensuring that it is delivering student-centred support and to ensure high quality learning.
* To play an active role in improving the service, informed by student feedback.
* Leadership and management of the Library and LRC
* Line management and appraisal of all LRC colleagues
* Implement and deliver high quality digital learning resources and infrastructure
* Define and deliver against high quality standards across the service, including against external measures such as the National Student Survey, so that the service is recognised as a positive contributor to the student experience and the university success
* Lead the creative use of digital technology in collaboration with IT Services and Information Systems, to enhance the reach and impact of the service to students
* Use qualitative and quantitative data to produce management information to monitor and evaluate library and LRC services
* Keep abreast of developments in higher education, scholarly communication, digital libraries and student needs, implementing best practice and responding to changing circumstances, ensuring continued service innovation
* Ensure the currency, relevance, viability and high reputation of the library and LRC
* Plan and manage the physical resources of the Library and LRC, ensuring cost-effective use of resources
* Develop and manage our collections of printed and electronic resources in relation to the university’s changing portfolio of courses and to changing student needs, developing the digital library and comprehensive access to e-books, e-journals, databases, data and digital objects
* Continue to innovate in the use of systems and technologies to deliver leading-edge services and support for both on and off campus use in a cost-effective way
* Lead, develop and engage colleagues to be positive contributors to continuous development and improvement across the service for the benefit of ARU London students
* Ensure compliance with current legislation for copyright, licenses, information and data
* Provide professional leadership on library and information management and associated matters, through active engagement with policy and practitioner networks in the UK
* Be responsible for health and safety matters and for the proactive promotion and implementation of all relevant equality and diversity statutory requirements and data protection issues within the Library and LRC
* Undertake other duties commensurate with the level of the post as may reasonably be required by the Head of Learning, Teaching and Assessment

Key Performance Indicators:

* National Student Survey
* Postgraduate Taught Experience Survey
* Course Evaluation Surveys
* Module Evaluation Surveys

**Person Specification**

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| **Academic/ Professional Qualifications** | **E\*** | **D\*** | **Assessed**  **Via\*** |
| Honours degree | ✔ |  | **A** |
| Librarianship qualification e.g. professional qualification of Chartered Librarian/Information and/or professional/ postgraduate qualification in librarianship/information or equivalent |  | ✔ | **A** |
| AFHEA/ FHEA |  | ✔ | **A** |
| **Experience** |  |  |  |
| Successful supervision/ management of library and LRC resources | ✔ |  | **A, I** |
| Supervising or managing colleagues within a university library and learning support context | ✔ |  | **A, I** |
| Modernising library services and resources | ✔ |  | **A, I** |
| Experience of cost-effective delivery of systems and technologies to support library and LRC services | ✔ |  | **A, I** |
| Success in building effective and collaborative working relationships with colleagues and students | ✔ |  | **A, I** |
| Line management and appraisal of LRC team members |  | ✔ | **A** |
| Delivering induction and/ or CPD to LRC team members and academics | ✔ |  | **A, I** |
| Using information systems such as SIMS | ✔ |  | **A** |
| Successful experience of working at a similar level in a university |  | ✔ | **A, I** |
| **Knowledge/ Skills** |  |  |  |
| Excellent interpersonal skills, with high degree of professionalism | ✔ |  | **A, I** |
| Positive, can-do approach, with good problem-solving skills and a creative response to challenges | ✔ |  | **A, I** |
| IT literate and excellent knowledge of library and LRC matters | ✔ |  | **A, I** |
| Understanding of knowledge management and digital technologies relating to learning and teaching | ✔ |  | **A, I** |
| Student-centred approach and ability to operationalise across team to enthuse and facilitate students’ successful achievement in higher education | ✔ |  | **A, I** |
| Thinks analytically and strategically | ✔ |  | **A, I** |
| Excellent written and oral communication skills | ✔ |  | **A, I** |
| Project management skills | ✔ |  | **A, I** |
| **Personal Attributes** |  |  |  |
| Professionalism |  |  |  |
| Student-centred | ✔ |  | **A, I** |
| Ability to think innovatively and creatively | ✔ |  | **A, I** |
| Ability to work co-operatively, as a manager and as part of a team to support colleagues | ✔ |  | **I** |
| Enthusiastic and flexible approach | ✔ |  | **A, I** |
| Excellent time management, with the ability to plan ahead, address priorities and meet deadlines, sometimes under pressure | ✔ |  | **A, I** |
| Willingness to contribute to the collective life of the Faculty | ✔ |  | **I** |
| Well-organised, with excellent attention to detail and a flexible approach to work | ✔ |  | **A, I** |
| **Other** |  |  |  |
| Understanding of the HE environment in which we operate | ✔ |  | **I** |
| Commitment to own CPD | ✔ |  | **A, I** |
| Willing and able to travel, as required | ✔ |  | **I** |
| Commitment to Equality, Diversity and Inclusion, Safeguarding, Health and Safety and awareness of issues that may affect student achievement | ✔ |  | **A, I** |
| Willingness to comply with Data Protection Act 2018 and GDPR principles/ requirements | ✔ |  | **I** |
| \*Criterion to be assessed via:  A = CV and cover letter  I = interview questions  E\* = Essential for the role/ D\* = Desirable for the role |  |  |  |