

MOUNTVIEW

Job Description

JOB TITLE:	Library Manager
RESPONSIBLE TO:	Chief Operating Officer
RESPONSIBLE FOR:	Deputy Library Manager Library Assistant

ABOUT MOUNTVIEW

Mountview trains students differently. One of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Today's students join a constellation of graduates making their mark on the profession. Actors Grace Hodgett Young (*Sunset Boulevard*), Ben Joyce (*Back to the Future*), Louisa Harland (*Derry Girls*), Artistic Director Rachel Bagshaw (Unicorn Theatre), Musical Director Sean Green (*Get Up, Stand Up!*), Olivier Award-winning actor Giles Terera (*Hamilton*) and actor Eddie Marsan are just a few of our notable alumni.

MAIN PURPOSE OF POSITION

The Library Manager is a key member of the Mountview team. Reporting to the Chief Operating Officer, the post holder manages the services, resources and operations of the Mountview Library, ensuring the efficient and professional delivery of innovative and customer-focused Library and information services to staff and students.

KEY RESPONSIBILITIES

- Support the Library team to provide high-quality customer service to Library users and assist them with their information needs.
- Manage, maintain and develop Library resources including catalogues, collections and online resources, working with academic staff and students to develop a comprehensive understanding of resource demands and ensure that resources and collections meet the learning and research needs of the institution.
- Effectively manage delegated budgets and resources, including budget forecasting, and ensure resources are cost efficient and used effectively to deliver value for money.
- Promote services, resources, policies and procedures to students and staff across relevant communication channels. Participate in student induction sessions as required.
- Develop and maintain relationships with external partners and stakeholders, representing Mountview on suitable forums such as FDS Librarians.
- Manage the physical environment of the Library to ensure a safe, clean and welcoming space for users.

- Review, revise and implement relevant processes, procedures, policies and supporting documentation ensuring that they reflect best practice and regulatory changes.
- Provide day-to-day management of the Library team undertaking the full range of management responsibilities, including managing performance, conducting annual performance and development reviews, identifying training and development needs, workforce and succession planning, staff recruitment and induction.
- Ensure that Mountview complies with relevant legal, copyright and licensing requirements, educating staff and students as necessary.

General

- Act as an ambassador and brand guardian for Mountview at all times.
- Undertake training and development as required/agreed.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Experience

- Experience of managing Library and information services and resources including catalogues, collections and online resources.
- Proven track record of managing budgets and financial administration.
- Demonstrable experience of effectively managing staff and leading teams.
- Experience using and/or developing digital resources.
- Experience of building relationships with key stakeholders and collaborating on planning and service developments.
- Experience of developing and implementing Library policies, procedures and services.
- Experience of working in higher education.

Skills and Abilities

- Excellent time-management and organisational skills, with ability to multitask and prioritise.
- Excellent written and verbal communication skills, with ability to present well in person.
- Excellent team-working skills, with ability to build effective relationships with a wide range of people.
- Ability to self-motivate, use own initiative and maintain attention to detail while working under pressure.
- Ability to exercise tact and discretion in dealing with sensitive and confidential matters.
- IT-literate, preferably familiar with Library management systems.

Personal Qualities and Attributes

- Positive and outgoing personality.
- Interest in the arts and/or education.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to self-development.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018 and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15. Mountview reserves the right to require the post holder to work at such other place of business within Greater London as the organisation may require, or work from their own home for online delivery when necessary.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £33K per annum, depending on experience.

Contract: Permanent.

Hours: 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Wednesday 31 July at 9am**.

HOW TO APPLY

Please send **your current CV** with a **covering letter** and a completed **equal opportunities monitoring form** to Alistair Owen, People & Culture Manager, at alistairowen@mountview.org.uk.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.