

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## LIBRARY MANAGER, FACULTY OF DANCE

(FULL-TIME, PERMANENT)

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## LIBRARY MANAGER, FACULTY OF DANCE

**Contract: Full-Time, Permanent**

**Salary: £38,145-£44,769 (Including LWA)**

**Starting date: From 1<sup>st</sup> September 2022**

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Trinity Laban seeks to appoint a Library Manager, commencing as soon as possible after 1<sup>st</sup> September, to lead the team and operations of the Laban Library, which supports teaching, learning, performance and research within the Faculty of Dance.

Working under the direction of the Head of Libraries, you will contribute to institutional strategic planning and hone and enhance the operations of the Laban Library for optimal service provision. You will be responsible for the day-to-day oversight and operational management of the space, services, facilities, systems and staff within the library. You will lead on, and coordinate, the provision of library user education and play a key role in promoting the library. You will also contribute to the discoverability of materials through collection documentation and cataloguing, as well as managing research enquiries and access to unique archival collections.

You will be a graduate with a postgraduate library or archive qualification (or a chartered member of CILIP), with experience of line management and of delivering quality library services. You will have excellent communication skills and be adept at delivering user education.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included within your supporting statement, otherwise we will not be able to consider your application.**

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

**Closing Date:** 23.59 hours GMT on Sunday 3 July 2022

**Interview Date:** 15 July 2022 [online]

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, People Services and Resourcing Officer, on [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk)

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

## JOB DESCRIPTION

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<b>Post:</b>	Library Manager, Faculty of Dance
<b>Department:</b>	Laban Library
<b>Reporting to:</b>	Head of Libraries
<b>Grade:</b>	7
<b>Contract:</b>	Full-time, permanent.
<b>Line management:</b>	<p><b>Direct reports:</b>            Academic Services Librarian: Circulation Manager (0.6 FTE)            Academic Liaison Librarian: (User education &amp; Cataloguing) (0.6 FTE)            AV/IT Advisor (1 FTE) [currently under review]            Casual student assistants</p> <p><b>Indirect reports:</b>            Library and Archive Assistants (0.6 &amp; 0.46 FTE)            AV Support Graduate Intern (1 FTE) [currently under review]</p>

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## PURPOSE OF ROLE

To be responsible for the day-to-day oversight and operational management of the space, services, resources, facilities and systems within the Laban Library. To lead on and coordinate library user education. To enhance the discoverability of library and archive collections. To provide efficient and effective high-quality services to facilitate learning and support teaching and research for Trinity Laban students, staff and external researchers.

## MAIN DUTIES

### Strategic Planning

1. To support the Head of Libraries in the strategic planning and development of library services to ensure they meet the needs of staff and students
2. To support the Head of Libraries in matters relating to systems procurement and subsequent development
3. To contribute to curriculum planning and management within the Faculty of Dance by representing the library on relevant faculty committees, boards and groups.
4. To be responsible for development and maintenance of the library's disaster plan, taking the role of the emergency response co-ordinator

## **Team Management**

5. To be responsible for the recruitment of all staff based in the Laban Library (including casual student assistants)
6. To have line management responsibility (including performance management) for designated posts and oversight of the training and development needs of all team members

## **Service Provision**

7. To have oversight of and responsibility for the library premises and facilities, making optimal use of the library space, ensuring the library is staffed appropriately at all times and safety regulations are adhered to
8. To have oversight of the Laban library management system (currently Softlink Liberty), working with both Academic Liaison Librarians to obtain management data and identify potential system enhancements
9. To have oversight of library user education in the Faculty of Dance, working with both Academic Liaison Librarians in devising and delivering training from initial orientations to high level research skills, both in person and online.
10. To oversee the delivery of a specialist enquiry service and provide support for allocated programmes as part of the wider team providing programme liaison.
11. To have specific responsibility for managing archival research enquiries
12. To oversee the department's pages on the Moodle virtual learning environment and staff intranet, ensuring information is presented optimally for students and staff
13. To promote the Laban Library within Trinity Laban and externally, and assist in raising its profile, overseeing information appearing on Trinity Laban's website and social media channels
14. To manage the collection and reporting of statistics under the direction of the Head of Libraries
15. To implement and manage library projects
16. To develop and maintain processes and procedures in relation to library and archive access
17. To document internal workflows, including oversight and maintenance of the team's staff manual.
18. To cover the service desk as required, which will include regular evening and occasional Saturday duties

## Collections and Discoverability

19. To have oversight of the Laban Archive catalogue(s) (currently CALM and the Archives Hub), working with colleagues to enhance discoverability of, and access to, archival collections. This may involve enhancing metadata, collection digitisation and rights clearance.
20. To assist the Academic Liaison Librarian (User education & Cataloguing) by cataloguing and classifying library stock (primarily books, journals and audio-visual material) at pinch-points during the year

## Professional Development

21. To keep abreast of developments in UK higher education and the conservatoire sector
22. To maintain an awareness of professional issues and developments in library and information provision

## THE POST HOLDER MUST:

- At all times, be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.

## CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:  
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

## LIBRARY MANAGER, FACULTY OF DANCE

### PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	A good honours degree	Essential	Application
	A postgraduate qualification in librarianship/ information management / archives management  <b>OR</b>  Chartered member of CILIP	Essential	Application
	FHEA / Fellowship of Advance HE	Desirable	Application
<b>Experience</b>	Experience of staff line management (including performance management)	Essential	Application, Interview
	Experience of successfully managing day-to-day operations of the whole or part of a library or archive service	Essential	Application, Interview
	Experience of delivering quality services as a result of engaging with and understanding customer requirements	Essential	Interview
	Experience of coordinating a programme of information and research skills support, including developing and delivering sessions	Essential	Application, Interview
	Experience of collating management information and using it to inform service development	Essential	Application
	Professional experience of cataloguing and classification and familiarity with AACR2, RDA, LCSH and MARC21	Essential	Application, Interview
	Experience of contributing to strategic planning	Desirable	Application
	Experience of customizing library or archive management systems for optimal service provision	Desirable	Application
	Experience of working with archives and special collections	Desirable	Application, Interview
	Experience of project management	Desirable	Interview
<b>Knowledge or Understanding</b>	Informed awareness of relevant current trends and initiatives in academic library service provision	Essential	Application
	An understanding of the needs of practice-based arts students	Essential	Application
	Knowledge and applied experience of the legislative and regulatory requirements relevant to academic library service provision, including relevant copyright licences	Essential	Interview
	Knowledge of best practice pedagogy for	Essential	Application

	information and research skills support		
	Familiarity with the principles of archival arrangement and description	Desirable	Application
	Knowledge of key information resources applicable to dance and the performing arts	Desirable	Interview
<b>Skills and Abilities</b>	Excellent verbal and written communication skills and the ability to interact, build and maintain relationships with a diverse group of stakeholders	Essential	Application, Interview
	Excellent interpersonal and teamworking skills	Essential	Interview
	Excellent analytical and problem-solving skills	Essential	Interview
	Excellent IT skills including the ability to learn new systems quickly	Essential	Application
<b>Personal Qualities</b>	A results-focussed attitude to work	Essential	Interview
	Ability to work on multiple tasks, manage a varied workload and meet deadlines	Essential	Application, Interview
	Ability to work accurately with meticulous attention to detail	Essential	Application
	Ability to lead, motivate and develop staff	Essential	Application
	A demonstrable commitment to the principles of equality, diversity and inclusion and their application across all aspects of library services.	Essential	Application, Interview
	A demonstrable interest in the performing arts, especially dance	Essential	Application
<b>Special Working Requirements</b>	Ability and willingness to move around the building, between sites and undertake occasional lifting	Essential	Application
	Ability to work evening and Saturday duties as required (see conditions of service).	Essential	Application

***Please note that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.***

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-time, permanent subject to a 6-month probationary period.
<b>Hours:</b>	35 hours per week, predominantly 9.00 am to 5.00 pm Monday to Friday (with a daily lunch break of one hour) and – depending on the working patterns of the team as a whole – normally no more than one evening shift per week and occasional Saturday shifts, for which time off in lieu will be awarded. [NB owing to current working patterns it is not anticipated that the role will be required to undertake a regular evening or Saturday shift in 2022/23]. Working hours are subject to change as determined by the need of the Conservatoire. Consultations will take place with staff if Trinity Laban considers revisions appropriate.
<b>Location:</b>	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 - 36, £38,146 - £44,769 p.a., inclusive of a London Weighting Allowance of £3,842 p.a. pro rata Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar month will count.
<b>Sick Pay:</b>	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
<b>Pension Scheme:</b>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Reduced rates access to Adult Classes.



- Eye Care:** Vouchers for eye tests are available for VDU users.
- Health:** Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.
- Cycle to Work:** A cycle to work scheme is operated.
- Give as you earn:** A give as you earn scheme is operated.

## INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk)