

**UNIVERSITY OF LONDON****JOB SPECIFICATION**

<b>Grade:</b>	Level 08	<b>As At:</b>	September 2019
<b>Department:</b>	M25 Consortium of Academic Libraries	<b>Section:</b>	M25 Support Team

**Job Title:** M25 Executive Manager

**Job Summary:** The role of Executive Manager is to work proactively with the Consortium's Chair, Officers and Steering Group to a) shape the Consortium's strategy and operational objectives, b) implement the strategy and objectives, c) promote the work and activities of the Consortium, and d) engage and serve the Consortium membership.

The Executive Manager will lead and manage the Consortium's support team and other staff who may be appointed from time to time, e.g. project staff. The Executive Manager may also be required to lead specific Consortium projects as defined from time to time.

<b>Job Content:</b> Percentage breakdown of time spent on each duty or on a related group of duties	%
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**General Responsibilities**

1. The Executive Manager, leading the support team, will have the skills necessary to take responsibility for:
  - taking forward initiatives
  - developing plans
  - liaising with M25 Consortium members and other external bodies
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**Specific Responsibilities*****Knowledge and Experience***

2. To provide high quality advice, guidance and support to the Chair, the Trustees, the Steering Group and wider membership and to facilitate appropriate support for the delivery of Consortium objectives
3. To monitor, oversee and report on the implementation and progress of annual strategy and policy objectives
4. Liaising with the Secretary as necessary, to be responsible for agendas and documentation to ensure the efficient planning and smooth running of Steering Group and other Consortium business meetings
5. Liaising with the Secretary as necessary, to prepare and review documentation to ensure that the Consortium fulfils its statutory responsibilities and its responsibilities to members
6. To liaise with the cpd25 Chair on matters relating to the efficient running of the cpd25 programme
7. Liaising with the Treasurer as necessary, to be responsible for the efficient financial administration of the Consortium in line with agreed procedures and utilising the required financial systems
8. Liaising with the Treasurer as necessary, to be responsible for financial reports and documentation as required for auditing and statutory purposes
9. To undertake other duties in support of the work of the Consortium as may be required by the Chair of the M25 Consortium.

***Communication***

10. To provide briefings to Steering Group champions, chairs of Task and Finish Groups and other groups set up by the Consortium
11. To contribute to, oversee and lead the implementation of the Consortium's marketing and communication activities
12. To write reports and documents and to make and deliver presentations to enhance the role and impact of the Consortium

13.

14. To promote and develop the Consortium's communication tools and channels in support of its objectives

**Teamwork and Motivation**

15. To lead, line manage and motivate the M25 support team and other M25 Consortium staff who may be employed from time to time, e.g on projects.

16. To carry out appraisals and staff objectives setting as required.

17. To organise priorities of staff within the overall context of Consortium priorities

**Service Delivery**

18. To oversee the suite of Consortium online services and associated websites (including content management systems and related technology)

19. To ensure that the necessary technical support, maintenance, resilience and development of these services are in place, including a lead role in relationship and contract management

20. To lead tasks as necessary in support of the M25 Consortium and the services it provides to its users

**Initiative and Problem Solving**

21. To initiate and develop policy and to draft policy papers for consideration by the Officers and the Steering Group

**Liaison and Networking**

22. To establish and maintain proactive links with Consortium member institutions, including attracting new members

23. To engage with Library representatives (at all levels) across the Consortium to identify needs and to inform the strategy of the M25 Consortium

24. To form good working relationships with other academic libraries and their staff and with other consortia and relevant bodies

**Planning and Organisation**

25.

26. To lead and manage projects, delivering required project outcomes on time and within budget

27. To play a central role in the planning and management of conferences and events

28. Liaising with the Secretary as necessary, to oversee M25 Consortium compliance with records management policies and related legislation

29. Any other duties consistent with both the grade and scope of the post.

30. Any other duties reasonably required of the post holder by the Chair of the M25 Consortium of Academic Libraries or other senior line manager following consultation.

<b>REPORTING LINES</b>	Reports To	Chair of M25 Consortium of Academic Libraries
	Responsible for	Administrator (Finance & Reporting) Administrator (Events & Programmes)

**SPECIAL DEMANDS OF THE ROLE**

None

<b>JOB REQUIREMENTS/PERSON SPECIFICATION</b>		
<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of current issues within the academic and /or scholarly library sector	✓	
Demonstrable ability to write clearly and concisely for different purposes, e.g. for websites, reports, minutes, proposals, strategy documents, publicity material.	✓	
Demonstrable staff management skills and experience in managing, motivating and developing a team, and also working with and directing the work of external staff, e.g sub-contractors.	✓	
Proof of contributing to service developments.	✓	
Proven ability to form positive relationships at all levels of staff and with staff from external bodies, libraries consortia etc.	✓	
Demonstrable ability to negotiate with and manage suppliers.	✓	
Proven experience of bid and proposal writing.		✓
Evidence of organising meetings, preparation of papers and note taking/minute writing skills.	✓	
Proven experience in successful project management.	✓	
<b>TECHNICAL EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
Well-developed IT skills (including proven skills in MS Office, e-mail and use of the internet, web management and social media)	✓	
Proven experience of financial management	✓	
Knowledge of website design and content management systems		✓
Knowledge of online library resources, resource discovery systems and services and of library management system trends and how these meet user needs.		✓
Knowledge of records management practice		✓
<b>EDUCATION / PROFESSIONAL QUALIFICATION</b>	<b>Essential</b>	<b>Desirable</b>
Degree (or equivalent qualification or experience)	✓	
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>
Able to relate positively and proactively to all levels of staff, internally and externally.	✓	
Strong verbal and interpersonal communication skills.	✓	
Demonstrable presentation skills	✓	
Self motivated with an open and positive attitude to change.	✓	
Able to work independently on tasks with minimal supervision.	✓	
Logical and positive approach to problem solving	✓	
Flexibility and ability to manage and prioritise tasks (own and those of others) and to reprioritise in event of changing circumstances	✓	
Evidence of time management skills, setting priorities and meeting deadlines for tasks	✓	

## COMPETENCY REQUIREMENTS

<u>Competencies</u>	<u>Essential</u>	<u>Desirable</u>
Proactivity and planning	D	
Working with others	D	
Organisational commitment	C	
Resilience	C	
Adapting to change	C	
Problem solving and decision making	C	
Creativity and innovation	C	
Stakeholder focus	C	
Interpersonal understanding	C	D
Striving for excellence	C	
Managing resources	C	D
Commercial awareness	C	
Self-development and learning	C	
Leadership	D	
Performance management	D	
International engagement	N/A	

For further information on each of the competencies and relevant levels, please refer to the appropriate version of the University's Competency Model, please visit: <http://www.london.ac.uk/5258.html>