



**Harper Adams
University**

**Library Services and Discovery Manager
(0.6 FTE (22.2 hours per week))
Fixed Term up to 6 months duration**

Candidate Information Pack



About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the well-being and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness the Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: [Virtual Tour](#)

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

JOB DESCRIPTION

Title of the post: Library Services and Discovery Manager (0.6 FTE (22.2 hours per week)
Fixed Term up to 6 months duration

Department: Library Services

Reporting to: University Librarian and Head of Student Development

Reporting to the University Librarian, the Library Services and Discovery Manager is responsible for the operational delivery of Library Services, ensuring reliable, effective and user-focused services across people, systems and resources.

Working closely with the University Librarian, the post-holder will ensure that Library Services operates smoothly and efficiently, supporting the University community through high-quality, well-maintained services, collections and digital tools. The post-holder will contribute to service planning and continuous improvement activities, providing operational expertise and implementing agreed priorities effectively.

This is primarily an operational management role. While the post-holder will provide informed advice and recommendations, key strategic, financial and policy decisions will remain the responsibility of the University Librarian. The post-holder will be responsible for delivering agreed objectives and ensuring the effective day-to-day management of services within this framework. A particular focus will be on the library's digital technologies.

This is a 0.6 FTE fixed-term appointment for six months. The remaining 0.4 FTE of the role's responsibilities will be supplemented and supported directly by the University Librarian, who will retain overall responsibility for strategic leadership, budget management and key institutional decisions.

For the duration of the appointment, the post-holder will have direct line management responsibility for the Teaching Librarian team, in addition to the Library Supervisor and Library Assistants.

Key responsibilities and duties

1. Library Management Team Contribution

- Provide operational expertise, service insight and performance information to support planning, decision-making and service review.
- Keep the University Librarian informed of service performance, operational risks, system issues and team capacity.
- Assist in the monitoring of relevant library budgets, maintaining accurate records and emerging pressures or risks to the University Librarian.
- Deputise for the University Librarian as required, escalating issues outside the scope of the role.
- Implement agreed Library policies, procedures and service standards, ensuring consistent application across teams.

2. Library Services and Technology Management

- Operational responsibility for core Library systems and platforms (including Alma, Primo, Leganto, and digital resource platforms).
- Act as the main operational contact with library system suppliers and technology vendors, managing day-to-day relationships, issues, upgrades and service performance.
- Work closely with the University's IT department to coordinate system dependencies, infrastructure requirements and technical issue resolution.
- Monitor system performance, accessibility and usability, ensuring issues are identified and addressed promptly.

3. Collections and Resource Operations

- Oversee day-to-day operations for print and digital resource acquisition workflows, within agreed parameters.
- Coordinate ongoing management of e-resource subscriptions, including access management, usage reporting and licence compliance.
- Ensure reading list system is maintained and support timely access to resources for students.
- Produce usage and performance data to support service monitoring and decision-making.
- Ensure copyright compliance procedures are followed across relevant library activities.

4. Team Management

- Provide effective line management to Library Assistants and the Library Supervisor, overseeing front-line services, acquisitions, document supply and systems support.
- Plan workloads and rotas to ensure consistent service delivery across library opening hours.
- Support staff performance through regular team meetings, performance reviews and constructive feedback.
- Identify training and development needs and coordinate access to appropriate opportunities.
- Manage routine HR matters in line with University policies, escalating complex cases as appropriate.
- Promote a positive, inclusive and collaborative working environment.

5. Teaching Librarian Team Management (Temporary Responsibility)

- Provide direct line management to the Teaching Librarian team for the duration of the appointment.
- Support the development and delivery of learning materials, online content and embedded teaching activity.
- Monitor the quality and reach of information literacy provision, reporting outcomes to the University Librarian.
- Ensure alignment with University expectations around digital and information literacy, AI guidance, academic integrity and student support (working with other professional services teams as required).

6. Student Experience and Service Quality

- Ensure a positive, responsive library experience for students and staff.
- Gather, analyse and report user feedback to inform service improvement and planning.

- Maintain the accuracy and accessibility of the Library's online content.
- Coordinate Library contributions to institutional surveys and reporting.

7. Service Improvement, Projects and Stakeholder Working

- Lead and coordinate operational service improvement projects as directed.
- Implement agreed changes, ensuring clear communication and staff engagement.
- Monitor the impact of changes and report outcomes and emerging issues.
- Build effective working relationships across the University and represent Library Services at meetings as delegated.
- Maintain productive relationships with external suppliers and sector partners.

8. Professional Development and Knowledge Sharing

- Keep up to date with developments in library technology, digital services, information literacy practice and the wider higher education environment, sharing relevant knowledge with colleagues.
- Actively contribute to team learning through internal knowledge sharing, peer support and participation in training activities.

General responsibilities

- Participate in University-wide and cross-departmental initiatives as required, working collaboratively to support current provision and take forward agreed developments.
- Contribute to Library Services' business continuity planning and the management of operational risks.
- Adhere to all University policies and procedures, including those relating to health and safety, data protection, equality and diversity, and financial regulations.
- Undertake any other duties commensurate with the grade and nature of the post, as reasonably requested by the University Librarian.

This job description reflects the key duties and responsibilities of the post and is not intended to be an exhaustive list.

Working Arrangements: This is a fully campus-based role. Due to the operational demands of the start of the academic year, annual leave will be restricted during the period of September to November, except in exceptional circumstances and by prior agreement.

Person Specification

	Essential	Desirable
Qualifications	Educated to degree level or equivalent, with either a recognised library qualification or substantial equivalent professional experience.	Teaching, training or relevant professional qualification (e.g. PG Cert/PG Dip, Digital Education or equivalent).
Experience	Significant experience of managing library services and day-to-day operations in a professional setting. Proven experience of line managing staff, including performance review, attendance management and staff development. Hands-on experience of administering a Library Management System (LMS) and/or discovery tools, with working knowledge of at least one major platform. Experience of managing electronic resource workflows, including acquisition, access management, licence compliance and supplier liaison.	Experience of working in a higher or further education library environment, including supporting information literacy or library skills provision. Experience managing services and teams across multiple streams or professional remits (e.g. systems, collections, teaching and front-line services) Experience using library usage data and analytics (e.g. COUNTER, Alma Analytics, dashboards) to inform collection and service decisions and producing reports or briefings for senior audiences.
Knowledge/Skills	Working knowledge of at least one major LMS platform and associated discovery tools. Confident user of digital tools and platforms (including Microsoft 365 and library systems), with the ability to analyse data, troubleshoot issues and present performance information clearly. Strong communication and organisational skills, with the ability to manage multiple priorities, coordinate activity and resolve operational problems using sound judgement.	Familiarity with reading list management systems and awareness of emerging library technologies, including AI-enabled discovery or productivity tools.

	Demonstrable commitment to high-quality, user-centred services, effective collaborative working, professional integrity and ongoing development. Ability to gather, analyse and present operational data clearly and accurately to inform decision-making and performance monitoring.	
Personal Qualities	A demonstrable commitment to delivering high-quality, user-centred services. Works collaboratively and flexibly, building positive relationships across teams and adapting effectively to changing priorities. Supportive, fair and effective line manager who motivates staff, sets clear expectations and addresses performance constructively. Proactive, professional and self-aware, managing own workload effectively, acting with integrity and confidentiality, and engaging in ongoing professional development and knowledge-sharing.	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be within the range £39,906 to £44,746 per annum, pro rata . The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a part time/fixed term contract up to 6 months duration. Employment may be terminated during the course of the contract by either party giving one month's notice in writing
Hours of Work	The routine working week is 22.2 hours over Tuesday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 22.2 per week. This role is fully campus-based. The role will be worked on Tuesday, Wednesday, Thursday and Friday, on the following fixed pattern: Tuesday: 10:00-16:36 (30-minute lunch break) Wednesday: 10:00-15:00 Thursday: 10:00-15:00 Friday: 10:00-16:36 (30-minute lunch break)
Holidays	The working pattern has been designed to provide operational management cover and is therefore not open to alternative arrangements. The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 10 University closure days during the full annual leave year. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. Please note: Due to the operational demands associated with the start of the academic year, annual leave is restricted during September to November and will only be approved in exceptional circumstances and by prior agreement. All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and

verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Pension The post-holder will be entitled to join the Harper Adams Group Pension Scheme, and details will be provided to the successful applicant upon commencement of employment.

Exclusivity of Service You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

Criminal Convictions The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

Please note that this role is not eligible for Skilled Worker visa sponsorship. Applicants must already have the right to work in the UK for the duration of the appointment.

Application Procedure:

Please apply online via the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> submitting your CV and a personal statement outlining your suitability for the role. Your personal statement should clearly demonstrate how your skills, experience, and achievements meet the requirements outlined in the person specification.

Applications without a personal statement may not be considered

Applications should be made no later than midnight on 12 July 2026.

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk