

# DIRECTOR OF LEARNING RESOURCES

Appointment details: July 2022



# Welcome

Dear Candidate

Thank you for your interest in this important leadership role at Oxford Brookes University.

We are one of the UK's leading modern higher education institutions. Our University Strategy 2035 builds on existing strengths and is underpinned by four strategic pillars: Education and Enterprise, Research and Knowledge Exchange, People and Culture, Partnerships and Place along with five guiding principles: Inclusivity, Confidence, Enterprising Creativity, Connectedness and Generosity of Spirit.

We are seeking an outstanding individual with strong leadership skills and wide experience of managing and developing library services and resources.

Despite sector and global challenges, Oxford Brookes is at an exciting phase in its development and is an ambitious community which welcomes talented leaders who share our ambition.

I look forward to engaging with you as part of the recruitment process.

**BRENDAN CASEY**  
**REGISTRAR & CHIEF OPERATING OFFICER**



# Success at Oxford Brookes

Oxford Brookes is one of the UK's leading modern universities and enjoys an international reputation for teaching excellence and innovation as well as strong links with business and industry.

We also have significant strengths in research. The latest Research Excellence Framework (REF 2021) found that 97% of research at Oxford Brookes was internationally recognised or higher. It also found that 70% was judged to be of 'world leading' or 'internationally excellent' quality.

- One of the UK's top 50 institutions (*Guardian League Tables 2022*)
- Among the world's top universities in 16 individual subject areas (*QS World University Rankings by Subject 2022*)
- Among the top 50 UK universities (*Complete University Guide 2023*)
- 14 years of success with our Associate College Partnership; partnering with seven Further Education colleges across the region to offer alternative ways to gain qualifications
- 91% of full-time undergraduate students are in work or further study 15 months after graduation (*HESA Graduation Outcomes Survey 2018/19 – published July 2021*)
- We have over 130,000 alumni in over 189 countries
- 11 National Teaching Fellowships for excellent learning and teaching (Higher Education Academy)
- 14 Olympic medals have been won by former students who were Oxford Brookes rowers
- The world's first Fairtrade university – providing fair terms of trade for workers in the developing world
- Top tier university in renewable energy (*Uswitch Renewable University Report 2020*)
- Athena Swan Bronze Award in recognition of our advancement in gender equality, representation and progression



# Our Strategy

We are internationally respected for our bold leadership and innovation in education; for helping organisations to develop sustainably; and for impactful research that is changing the world.

We equip people with the skills, knowledge, mind-set, and attributes required to face new challenges and thrive in a complex, uncertain world. We inspire and drive collective progress through individual endeavour. Our inclusive and friendly community is our greatest asset. We embrace supportive challenge as a catalyst for change. Through the open exchange of knowledge and ideas, by prioritising the progression of equality, diversity and inclusion and seeking out the new, we shape tomorrow.

## OUR VISION STATEMENT

Oxford Brookes University is distinctive in nature. It is a modern, forward-thinking institution rooted in and connected to a city with a rich history of culture and learning. Through our excellence in teaching, research and knowledge exchange we make the world a better and fairer place.

## OUR STRATEGIC GOALS

This strategy sets out our focus and priorities for the next 15 years. We have worked closely with our students, staff, local community and other stakeholders to create a new strategy for Oxford Brookes University for 2020/2021 and beyond. As part of this work we have articulated our bold and ambitious 2035 Vision Statement as an expression of the kind of institution we want to be in 2035 and the steps we will take in order to achieve this vision.



[View our 2035 vision.](#)



## Our students

There are approximately 17,000 students at Oxford Brookes University. 83% are from the UK, 17% are from the EU and the rest of the world.

Our students and graduates are known for their employability. They benefit from the strong links we have with businesses and employers both locally and internationally, from local schools and hospitals to organisations such as Oxfam, BMW, KPMG, Ferrari and Microsoft.

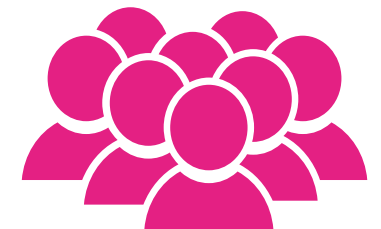
### TEACHING EXCELLENCE

At Oxford Brookes we are passionate about our students' learning experience. Our lecturers have received 11 National Teaching Fellowships for outstanding teaching, amongst other awards.

Our ambition is for Oxford Brookes to be a fully inclusive institution that reflects society at large, and provides a breadth of opportunities, an excellent student experience and successful outcomes for all our students irrespective of their background.

### STAYING AHEAD

We aim to continue providing our students with a stimulating learning experience, including opportunities to develop skills both inside and outside their studies, with co-curricular projects to fuel their enthusiasm and hone their abilities.



# Research and innovation

Our portfolio of research excellence builds on our distinctive disciplinary base, fosters interdisciplinary and collaborative working, and delivers transformational social, cultural and economic benefit for our communities both locally and globally.

We will strengthen our inclusive and connected research community, increase our collaborations with regional and global partners and enhance our capacity to drive forward sustainable innovation, knowledge exchange and enterprise.

We will advance opportunities to lead and contribute to local, national and international initiatives using our expertise and facilities.

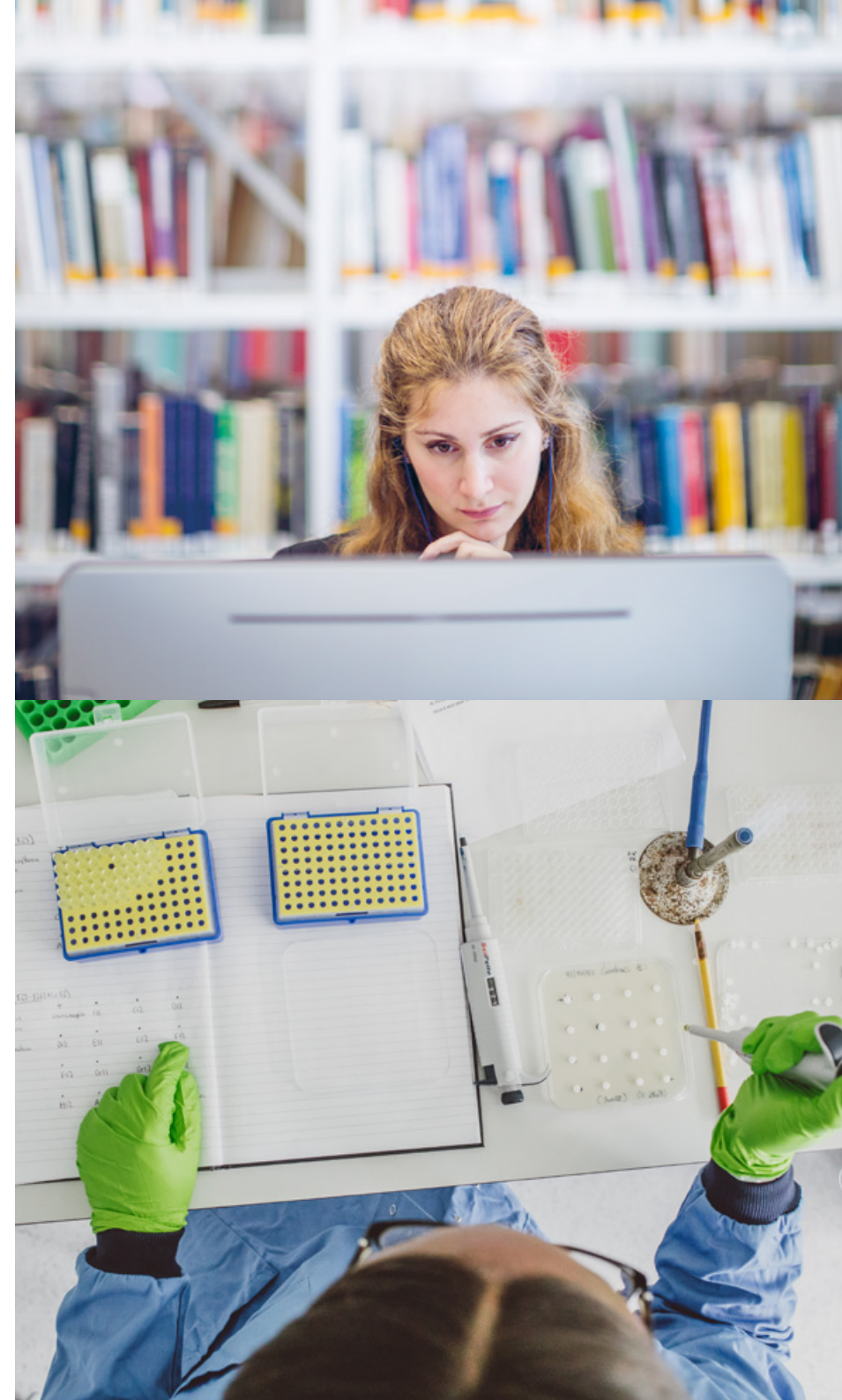
We will do this by:

- Continuing to increase the quality and global impact of our research. This is crucial to our growth as an entrepreneurial university. We will invest in growing our academic community, in creating innovative spaces and facilities, and providing a collegiate, inclusive environment in which our researchers, innovators and entrepreneurs can flourish and excel.
- Characterising our research and knowledge exchange portfolio with globally recognised research centres and collaborative, interdisciplinary networks, which address societal needs, support sustainable economic development and promote health and wellbeing.

- Creating an inclusive and vibrant community of researchers, innovators and entrepreneurs that fosters collaborative ways of working and equips staff and students, at all career stages, with the skills and confidence to contribute across academic, commercial, public and voluntary sectors.
- Supporting research and innovation through the creation of a Research, Innovation and Enterprise Directorate. This will also facilitate the impact and reach of our research through increased engagement and co-creation activities within our local and regional communities, national initiatives and global partners.
- Fostering research-inspired and inquiry-led teaching by aligning our research and education strategies, thus providing opportunities for our students to get involved in research, knowledge exchange and a wide range of enterprise projects.

## GLOBAL PARTNERSHIPS

Oxford Brookes University is proud to work in partnership with other institutions around the world, from China and Sri Lanka to Greece and the Cayman Islands. Our arrangements include franchise, dual degrees and distance learning programmes. We are committed to broadening access to Oxford Brookes degrees across the globe and remain open to exploring new opportunities from interested partners.





## Our people and culture

Oxford Brookes University employs 2,800 motivated and passionate staff. We recognise that our people are key to our continuing success as a university and we are committed to creating a vibrant and inclusive working environment which supports colleagues to flourish and enjoy what they do. We want colleagues to feel valued, empowered, challenged, stimulated, involved, appreciated and trusted.

We provide comprehensive and progressive employment conditions, including flexible and hybrid working, opportunities for development and career progression, and a commitment to creating the conditions for a positive work experience, underpinned by our Guiding Principles. We have also put in place numerous initiatives to improve wellbeing. These include university-wide events such as feelgood festivals and wellbeing weeks. We also run Brookes Active, a collection of activities, events and campaigns to help you enjoy an active and healthy lifestyle with Oxford Brookes.

Community and involvement are important features of our culture. We encourage discussion, participation and open communication amongst colleagues at all levels of the institution with colleagues contributing to key decisions and senior staff appointments.

We celebrate success including activities such as the Brookes People Awards, an event which recognises outstanding colleagues who exemplify our Guiding Principles. We value diversity and inclusion and are committed to ensuring that everyone in our community can flourish in a culture of respect and support, where we celebrate difference and thrive on each other's success.

## OUR GUIDING PRINCIPLES

These are defined as:

### **Inclusivity**

We take positive steps to create an environment in which we celebrate, value, and provide equal opportunity to all.

Exemplar Behaviours:

- Critically examining our own biases and behaviours both through self-reflection and feedback from others
- Listening with an open mind to understand different points of view.

### **Generosity of spirit**

We believe people flourish in a culture of respect and support, where we celebrate difference and thrive on each other's success. Our students manifest a generosity of spirit as they progress in the world.

Exemplar Behaviours:

- Being open, honest and reliable
- Being generous with our knowledge and expertise to help others.

### **Confidence**

We have confidence in our staff and students, and we know that we prepare our graduates well for a fulfilling and valuable life. Through their success, we continue to earn our outstanding reputation.

Exemplar Behaviours:

- Stepping outside our comfort zone to learn, or achieve, something new
- Showing pride in our work and achievements and those of our colleagues.

### **Connectedness**

Our academic excellence is underpinned by a history of learning by doing. Our connections and our Oxford roots are fundamental to our students' experiences and our successful future.

Exemplar Behaviours:

- Working in partnership with our global and local communities
- Keeping up to date with research, rules and models of best practice from a wide range and variety of sources.

### **Enterprising creativity**

We're adaptable and flexible, and consider a fresh approach in everything we do – because we know our sustainability depends on a pioneering spirit.

Exemplar Behaviours:

- Being innovative, flexible and open to change
- Working with, learning from, and sharing with others.



# Our Oxford

Oxford is a beautiful city with a rich cultural history. The city is famous for education and architecture, museums and green spaces.

It has a population of 152,450 and is currently the 12th fastest growing city with one-third of the population aged 18-29.

There are 4,730 businesses in Oxford providing 118,000 jobs. Key sectors of industry are health, education, research, technology, tourism, car manufacturing and publishing.

Oxfordshire is amongst the top five technology innovation ecosystems in the world and home to over 1,500 high tech companies employing around 43,000 people.

Oxford Brookes is proud of its home in Oxford and proud to make a significant economic, social and cultural contribution to the city; from contributing £1m per day to the UK economy, through our links with the high-skill regional economy to the expertise of our nurses and teachers in local hospitals and schools.

We partner up to raise aspirations in schools, widen access to those under-represented in higher education and to provide high-level consultancy to small- and medium-sized enterprises.

Tourism is a thriving economy in the city, generating more than £780m annually. In 2019 Oxford was the ninth most visited city in the UK for overnight visits.

Oxford is only an hour from London by train and many placements and field trips make the most of this easy access. The University is well served by a regular coach service to central London and to Heathrow and Gatwick airports.

More information about the city of Oxford and the surrounding area is available at [www.experienceoxfordshire.org](http://www.experienceoxfordshire.org)





# Our campuses



Oxford Brookes University operates on three campuses in Oxford: Headington, Harcourt Hill and Wheatley, with a smaller campus in Swindon, focused on nursing education and operating department practice.

**Headington Campus** comprises three sites. The Headington Hill site is set in mature parkland and home to Headington Hill Hall, a 19th century former manor house. A 15-minute walk away, the Marston Road site is a hub for healthcare teaching on the campus.

The flagship £132m John Henry Brookes Building opened on the Gypsy Lane site in 2014. Winning a number of awards, it transformed the experience of students and the wider University community. It houses the main central services at Headington, including the library, social study space, student support services, catering facilities and Brookes Union.

The Business School relocated to refurbished premises at the end of 2017. Brand new teaching spaces and industry-standard science laboratories also opened in 2017, alongside landscaping of external spaces, and the new Sir Kenneth Wheare Hall.

**Harcourt Hill Campus** is home to a range of humanities and sports teaching. The original Westminster College, founded in 1851, has had a home at Harcourt Hill since the 1950s and merged with Oxford Brookes University in 2000. The Westminster Hall student residence also sits on the campus, alongside sports facilities, including a swimming pool.

**Wheatley Campus** became part of the then Oxford Polytechnic in 1975. Over recent years, the campus has seen investment in engineering spaces and in 2017 saw further investment in key student and staff areas, including the creation of a new gym.

**Swindon Campus** opened the refurbished Joel Joffe Building in August 2016, almost two decades after the University first had a presence in the town. The Joel Joffe Building provides clinical skills labs in a modern teaching location.

## Our future plans

At Oxford Brookes we are continually investing in our campuses. We are planning to create further inspiring spaces for our staff and students with a significant programme of refurbishment and new build which will see some of our academic and professional services activity moving to a different campus. Over the next few years all Wheatley-based courses will move to Headington Campus.



## Our leadership, governance and finances

The Vice-Chancellor reports to the Board of Governors and is supported by the Vice-Chancellor's Group (VCG) which comprises:

- Pro Vice-Chancellor (Education)
- Pro Vice-Chancellor (Research and Global Partnerships)
- Pro Vice-Chancellor/Deans of the Faculties (four)
- Registrar and Chief Operating Officer
- Chief Financial Officer
- Chief People Officer

We are currently in the process of appointing a new University Chancellor. Dame Katherine Grainger was our last Chancellor and stood down from her role in June 2020.

### OUR FINANCES

Oxford Brookes University has a good track record of meeting or exceeding budget targets and achieving strong financial performance against sector KPIs.

Our annual financial statements can be found on our website at [www.brookes.ac.uk/about-brookes/structure-and-governance/policies-and-financial-statements/](http://www.brookes.ac.uk/about-brookes/structure-and-governance/policies-and-financial-statements/)

The University's financial plans focus on strong operating cash and robust surpluses, in order to achieve an excellent student experience and provide and attract investment in research and commercial activity.



# Our structure – our Faculties

<b>OXFORD BROOKES BUSINESS SCHOOL</b>	<b>FACULTY OF HEALTH AND LIFE SCIENCES</b>	<b>FACULTY OF HUMANITIES AND SOCIAL SCIENCES</b>	<b>FACULTY OF TECHNOLOGY, DESIGN AND ENVIRONMENT</b>
Business School	Department of Biological and Medical Sciences	School of Education	School of Architecture
Oxford School of Hospitality Management	Department of Psychology, Health and Professional Development	School of English and Modern Languages	School of Arts
Centre for Diversity Policy Research and Practice	Department of Sport, Health Sciences and Social Work	School of History, Philosophy and Culture	School of Engineering, Computing and Mathematics
	Oxford School of Nursing and Midwifery	School of Law	School of the Built Environment
		Institute of Public Care	The Institute for Ethical AI
		School of Social Sciences	

# Our structure – our Directorates

DIRECTORATE OF ACADEMIC AND STUDENT ADMINISTRATION	DIRECTORATE OF MARKETING, RECRUITMENT & ENGAGEMENT	DIRECTORATE OF ESTATES AND CAMPUS SERVICES	DIRECTORATE OF FINANCE AND LEGAL SERVICES	PEOPLE DIRECTORATE	DIRECTORATE OF LEARNING RESOURCES	IT SERVICES
Registry	Communications	Estates Services	Financial Services	Organisation Effectiveness and Development	Library	Office of the Chief Information Officer
Academic Policy and Regulations	Strategic Marketing	Campus Services	Legal Services	Centre for Academic Enhancement and Development	Learning Technology	Customer Services
Student Services	Alumni Engagement and Development	Projects Team	Procurement	People Management, Operations and Systems	Media	Information Services
Strategic and Business Planning Office	Oxford Brookes Global	Space Planning Team	Research and Business Development	University Safety Team		IT Planning and Relationships
Strategic Change and Programme Governance Office	UK Recruitment and Partnerships	Brookes Sport	Risk and Resilience	Occupational Health Team		Information Security Management
	Operations	Central Admin and Finance		University Nursery		
	Admissions	Commercial Services (Oxford Brookes Venues, Catering and Residential)				

# Benefits of working for Brookes

Oxford Brookes offers a wide range of benefits to enhance the staff experience.

## Annual Leave (including bank holidays and concessionary days)

- Senior Staff and Professors – 43 days
- Academic Staff and Researchers grade 9 and above – 48 days
- Professional Services Staff and Research Staff below grade 9 – starting at 38 days rising to 41 days with service.

**Additional Annual Leave:** staff may purchase up to five additional days leave per year (pro rata for part-time staff) via a deduction from salary spread throughout the leave year.

**Pension:** we offer the Local Government Pension Scheme for professional services staff and the Teachers' Pension Scheme for most academic staff. Staff who join Brookes and are in active membership of the Universities Superannuation Scheme (USS) can continue membership of this scheme.

**Relocation:** we will reimburse up to £5,000 inclusive of VAT for expenses necessarily incurred in relocating to a job at Brookes, and may make a contribution to immigration costs.

**Travel to work:** Car parking at Brookes is limited and daily charges apply. To support your journey to work and as part of our sustainability agenda, Brookes links with Cyclescheme to provide a cost-effective way of purchasing a bicycle. There are showers for cyclists (and walkers) at all three main campuses, and cycle training courses can be arranged for new or nervous cyclists. We also have a car share website and offer season ticket loans.

**Catering facilities:** there are varied catering options on all campuses.

**Nursery:** the Brookes nursery, located at Headington, is rated by Ofsted as Good, and caters for children aged four months to five years.

**Onsite dentist:** Studental is an NHS dentist situated on the Headington Campus and can be used by staff.

**Brookes Sports:** extensive sports facilities for staff including fitness suites and classes, Oxfordshire's premier climbing wall (Headington Campus), swimming pool (Harcourt Hill Campus) and a brand new gym (Wheatley Campus).

**Green spaces for recreation:** All campuses have landscaped gardens and quiet areas for recreation; and there are maps of 'health walks' (these are short routes through attractive surroundings close to all three campuses).

**Occupational Health Service:** the University is committed to the health and welfare of its staff. The Occupational Health Service provides work-based support for illness and disability, and can refer staff for confidential counselling if necessary.

**Employee Assistance Programme:** offering round-the-clock advice and support as well as counselling on a wide range of topics such as finance, legal and health and wellbeing.

**Eye test and glasses reimbursement:** all staff who use VDUs are entitled to a subsidised eye test while they work at Brookes and contribution to the cost of glasses.



**Maternity, Adoption and Family Leave:** we offer generous maternity leave with qualifying staff entitled to 63 weeks' leave (both paid and unpaid). We offer the same leave for Adoption and Shared Parental Leave.

**Flexible and hybrid working:** we support work-life balance for all staff, including career breaks, job sharing, flexible hours etc.

**Library:** all staff are welcome to use our libraries. Staff may borrow up to 30 books or other items from our lending stock. There is full access to both print and online resources including e-books, e-journals and databases.



# Learning resources at Oxford Brookes

The Directorate of Learning Resources is responsible for the provision of library services and resources to all students and staff of the University, with physical libraries on the three Oxford campuses and at Swindon, plus a substantial range of digital services and electronic resources. The largest library is the central feature of the modern award-winning John Henry Brookes Building on Headington Campus. As well as providing stock and study spaces, this library houses the Special Collections and Archives. Noteworthy collections include the Booker Prize Archive and the National Brewing Library as well as the University's own archive.

In addition to library services, the Directorate's Scholarly Communications team is responsible for the institutional repository and for championing open access. The Digital Services team provides support, content and know-how for platforms for teaching delivery as well as for Learning Resources' own systems. As well as supporting the Directorate, the Design and Media Services team works across the University, producing high-quality visual materials.

The Directorate has a head count of 80, with many colleagues working part-time and/or part-year. It has an enviable reputation across the University for the quality of its customer service, for its engagement with students and for its proactive use of social media.



# Job description

**Faculty/Directorate:** Learning Resources

**Department:** Learning Resources

**Title of post:** Director of Learning Resources and University Librarian

**Grade of post:** Senior staff - personal

**Post number:**

**FT or % P/T:** FT

**Permanent/Temporary:** Permanent

**Principal location of work:** Headington Campus

**Immediate line manager:** Registrar & Chief Operating Officer

**Staff managed:** Direct line management of the three Associate Directors of Learning Resources – Academic, Collections and Services – and the PA & Administrator. Overall responsibility for all staff in the Directorate of Learning Resources: about 80 staff, 60 FTE.

**Qualifications required for post:** Degree in Librarianship or related area is essential, management qualification is desirable

**Experience required for post:** Wide experience of leading, managing and developing library services and resources in an academic environment

**Overall purpose of post:** To lead and develop library services and resources to support and enhance the learning, teaching and research of Brookes' students and staff. To contribute to the implementation of the University's strategy

## Main duties

1. Lead the Directorate of Learning Resources
2. Ensure the provision of excellent library services, spaces and information resources that are efficiently and effectively delivered
3. Ensure the recruitment and retention of high quality staff. Address training and development needs to ensure that skill sets are kept relevant and meet changing requirements
4. Prepare and implement strategies for learning resources that support the University's strategy and capture the benefits of changes in the external environment
5. Responsible for ensuring that the Directorate's resources, including its budget, are managed effectively
6. Prepare documentation and budget for the University's annual planning round
7. Ensure that meeting and communication structures within the Directorate and between the Directorate and the University are fit for purpose.
8. Contribute to the University
9. Work with Faculties and other Directorates to ensure that the Faculty of Learning Resources provides services and information resources which are relevant and responsive
10. Ensure that all operations within the faculty comply with the University's financial and legal obligations and requirements
11. Promote diversity and inclusion within the Directorate and in its services and information resources

**12.** Take responsibility for Health and Safety within the Directorate

**13.** Contribute to University committees and working groups. Ex officio member of the University Research and Knowledge Exchange Committee.

## General

1. Represent Oxford Brookes University on appropriate external professional bodies and working groups
2. Undertake such other duties as may be reasonably determined by the Registrar & Chief Operating Officer or the Vice-Chancellor.

# Person specification

## Essential education/training

- Degree in Librarianship or related area

## Essential relevant experience

- Wide experience in leading, managing and developing library services and resources
- Proven track record of budget management
- Significant experience of leading, developing and managing teams
- Track record of initiating, implementing and managing change successfully

## Essential relevant skills and aptitudes

- Ability to think and act strategically
- Evidence of a strong, inclusive leadership style
- Excellent written and oral communication skills

## Desirable education/training

- Chartered membership of CILIP or equivalent
- MBA or other substantial management qualification

## Desirable relevant experience

- Experience of working at a senior level in an academic library
- Evidence of strategic decision-making and implementation







# How to apply

Oxford Brookes University has appointed Veredus, an executive search agency, to assist with this appointment.

To apply for this post, you will need to submit the following documentation to Veredus by no later than **5pm on Friday, 19th August 2022**:

1. A **CV** setting out your career history, with key responsibilities and achievements, as well as current salary details and benefits. Please ensure you have provided reasons for any gaps.
2. A **Supporting Statement** (approximately two pages of A4) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to criteria in the person specification.
3. A completed **Diversity Monitoring Form** and **Candidate Supporting Information Form**. Both of these can be downloaded from the Veredus job page.

Applications should be sent via Veredus website - [www.veredus.co.uk](http://www.veredus.co.uk), quoting reference number **3722**.

All submissions will receive an automated response. If you do not receive confirmation of receipt when submitting your application, please contact us on 020 7932 4236.

Should you wish to discuss the role in strict confidence, please contact our advising consultants at Veredus:

**Reece D'Alanno**  
[Reece.D'Alanno@veredus.co.uk](mailto:Reece.D'Alanno@veredus.co.uk)  
**07711 779022**

**James Griffin**  
[james.griffin2@veredus.co.uk](mailto:james.griffin2@veredus.co.uk)  
**07736 491816**

For an informal conversation with the Registrar and Chief Operating Officer, Brendan Casey, please contact Fiona Blessing at [f.blessing@brookes.ac.uk](mailto:f.blessing@brookes.ac.uk)

## General Data Protection Regulation

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here:

<https://www.veredus.co.uk/privacy-and-cookies>

OXFORD  
**BROOKES**  
UNIVERSITY