CANDIDATE BRIEF

Statistics Support Advisor, Leeds University Library

Salary: Grade 7 (£33,199 – £39,609 p.a.)

Reference: CSLIB1180

Fixed term for 24 months

We will consider flexible working arrangements

Statistics Support Advisor
Learning Services Team, Leeds University Library

Do you have exceptional skills in enabling students to develop their statistics and numeracy skills at undergraduate (UG) and taught postgraduate (PG) level? Are you able to deliver support through face-to-face teaching and digital technologies?

The Learning Services Team is a centre of expertise on academic and information literacy skills development at UG and taught PG levels. We work closely with academic staff to help enhance the learning and teaching experience. We deliver our Skills@Library support through blended learning, including in-curriculum teaching, workshops, webinars and one-to-one sessions, and provide a range of e-learning resources that are available online and through the University's virtual learning environment (VLE).

We work collaboratively and flexibly, reacting positively to new demands and initiatives. We are committed to working with colleagues across the Library and the wider University, sharing best practice and providing a seamless service.

The Learning Services Team is expanding its existing Maths Support provision with this new Statistics Advisor role. The successful candidate will be responsible for establishing and evaluating a pilot statistics support service for undergraduate and postgraduate taught students.

We are looking for experienced, enthusiastic applicants who are energised by working with students and helping them develop and apply skills in using statistics and numeracy that enhance their academic performance at university and their future career.

What does the role entail?

As a Statistics Support Advisor, your main duties will include:
- Establishing and evaluating the success of a pilot statistics support service;
- Working closely with the Maths Support Advisor to coordinate maths and statistics support for taught students;
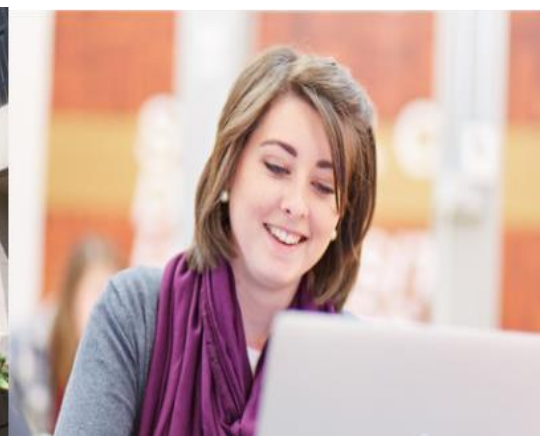
- Teaching and supporting students to develop statistics and numeracy skills, through in-curriculum teaching and blended learning, designing and delivering open workshops, embedded teaching sessions, webinars, one-to-one and online support;
- Developing, co-ordinating and promoting statistics support material;
- Active collaboration with academics and learning and teaching support staff, developing partnerships and providing professional advice;
- Operational leadership and management of one or more Learning Services areas, customer groups or cross-university activities;
- Leading projects within the team, Library and at times across the University;
- Playing an active role in developing the team's strategy and the Library-wide strategy, including responsibility for specific strategic actions.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Statistics Support Advisor, you will have:
- The knowledge and expertise relevant to this role, through substantial experience of teaching of statistics and numeracy skills in an educational environment;
- Experience of using and teaching statistics packages such as SPSS and R;
- An excellent understanding of national and international trends and developments in maths and statistics teaching and learning theory and practice;
- An understanding of mathematics teaching at secondary and further education and the challenges faced by students making the transition to higher education;
- Experience of developing teaching resources for statistics;
- Excellent communication and teaching skills, with the ability to develop creative approaches to enhance the learning and teaching experience of students;
- Excellent IT skills and knowledge with a good understanding of their use in delivering teaching and learning;
- The ability to work collaboratively with others, to make a positive contribution to a team, taking a creative approach to problem solving, being proactive and using your initiative;

- Experience of using feedback and statistical data to inform service developments and priorities;
- A proven ability to manage complex workloads, showing drive and initiative with a positive and flexible approach to changing priorities, maintaining service and performance standards whilst meeting deadlines.

You may also have:
- A formal teaching qualification;
- An understanding of project management techniques;
- Evidence of a positive contribution of strategic and operational planning and direct and proactive contribution to policy and/or service development or innovative working practices, inputting to and influencing decision making;
- An understanding of how people learn effectively online, and the ability to apply different learning technologies to support students' learning and to create digital resources for online delivery.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Madeleine Mossman, Learning Services Manager
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Email: m.mossman@leeds.ac.uk

Dan Pullinger, Learning Services Manager
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Additional information

Find out more about the Library.

Find out more about the Skills@Library service provided by the Learning Services Team.

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.