

Job Description

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Job title: Academic Liaison Librarian

Reports to: Senior Academic Liaison Librarian

Grade: NG5

Purpose: To assist in the provision of an effective library and information service to all library users, providing in-depth support to a range of Schools and/or group of courses

Principal accountabilities:

- Develop and apply subject information expertise relevant to the requirements of the University, matching resources to the needs and policies of the Schools, the Graduate School and the emerging Research Institutes; take an active role in review and validation activity.
- Lead, design and deliver information literacy programmes for all levels of learning, from basic induction to research; working closely with Learning Advisors as well as the Learning Innovation and Digital Engagement, the Research and Scholarly Communications and the University Records and Archives teams to ensure a consistent and integrated approach to development of academic, information and digital literacies
- Develop and create digital learning resources in support of digital and information literacy in conjunction with the Learning Innovation and Digital Engagement teams.
- Lead on the investigation and exploitation of digital content including e-book DDA/EBA schemes and other emerging means of providing library content
- Contribute to the formulation of policy for Student and Academic Services and participate in the implementation of policies locally.
- Liaise formally and informally with academic staff; attend all relevant course committees and meetings on behalf of the Library, and report back regularly to the local Senior Academic Liaison Librarian.

- Assist with the presentation, promotion and monitoring of library services to schools for undergraduates, taught and research postgraduates.
- Actively participate and/or lead meetings and project teams with a view to developing and maintaining the best possible quality of service.
- Advocate and support Schools' take up of reading lists in order to meet the required 100% coverage.
- Responsible for any School library budget(s) assigned by the Head of Academic Liaison and Learning Development; maintain any statistical and financial information required.
- Provide a point of contact for the research community with regard to research skills (DRDP), Research Data Management, Open Access and the REF, liaising with Research and Scholarly Communications and University Records and Archives as required.
- Contribute to general staff training and development programmes; train and support other staff as appropriate. Keep up to date (CPD) and actively maintain appropriate professional contacts.
- Undertake any other duties as appropriate within their competence as required by the Head of Academic Liaison and Learning Development from time to time.

Context

The post holder will be a member of the Academic Liaison team. This brings together professional librarians and learning advisers involved in delivering a high-quality service through the provision of an effective service to all users; this includes learning development advice alongside digital and information literacy programmes for a particular School or group of courses, delivery of content as part of the Graduate School Programme and provision of digital and information literacy to the emerging Research Institutes. The particular courses associated with the post will be assigned at appointment.

This role is a crucial one in terms of the promotion and delivery of the Library's services. Academic Liaison Librarians have frequent contact with academic staff students and researchers they are expected to engage fully with the relevant School(s) to ensure that library services and content support the curriculum. S/he will have a sound understanding of digital developments and their implications for learning, teaching and the provision of library services and stock.

The post holder is also expected to take a proactive approach to developing students' and researchers' information literacy in partnership with the relevant School, the Graduate School, the emerging Research Institutes and other colleagues.

S/he will contribute to the running of the site library by participation in face to face enquiry services and other staff rotas as required.

There will be involvement in cross campus activities and developments. There will also be a need to engage appropriately with the external professional world.

The post holder should normally be able to undertake duties involving physical effort, such as lifting books and pushing loaded trolleys. For this reason, the University's course in manual handling techniques is mandatory for library staff (unless this training has been completed elsewhere).

The Library Service makes a significant contribution to the University's key metrics, including NSS, TEF and REF.

The Library Service is part of Student and Academic Services (SAS). SAS provides professional, efficient, effective and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It will lead on professional support for a wide range of governance, research, learning and wellbeing interventions that enhance the experience of students, staff and alumni throughout their relationship with the University

The service components of SAS are:

- Advice and Funding
- Careers and Employability Service
- Disability Learning Support
- Interfaith Advice
- Learning Innovation and Digital Engagement
- Library Services
- Research and Scholarly Communications
- Research Office
- Student Residences
- Student Counselling
- University Records and Archives

The post is based in the West End but the postholder may be expected to work at any of the University sites as required.

To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

Dimensions of the post

This post holder will be one of a team (7.3 FTE Academic Liaison Librarians, 2 Senior Academic Liaison Librarians, 2 Learning Advisers and the Senior Learning Adviser). The team operates in four locations with three groups in the West End, one at Harrow.

Staffing: Academic Liaison Librarians may have some supervisory responsibilities over the work of Information Assistants.

At times they may be the senior person on duty and therefore responsible for the

safety and security of the Library and its users during that period. Exceptionally, this may entail providing telephone backup for junior staff at other sites.

All Academic Liaison Librarians are likely to be involved in training colleagues in their own areas of knowledge or expertise.

Budgets: Academic Liaison Librarians will often have control of library materials budget(s) for their subject area(s), under the overall supervision of the Head of Academic Liaison.

Other

Academic Liaison Librarians may be required to work at least one evening a week in accordance with the opening hours of the library. It should also be noted that course committees are sometimes held in the early evening.

The University operates a 35 hour week for full-time staff, normally over 5 days. Post holders can be expected to be scheduled for work at any University site over a seven day week (i.e. including Saturday and Sunday) between the hours of 8.15 a.m. and 9 p.m. Details will be agreed by prior contract. No premium rates of pay, additional remuneration, or time off in lieu is made to staff required to work Saturdays or Sundays as part of their normal rota of hours. The precise duties of fractional post holders will be within the remit of this job description, but will be selective.

December 2017

Person specification
Academic Liaison Librarian

Short-listing is carried out on the basis of the evidence candidates offer in all areas of this specification.

Qualifications

- Graduate
- Professionally qualified member of CILIP or similar (e.g. AFHEA)

Training and Experience

Essential

- Relevant professional library experience in an academic environment
- Working experience of providing electronic information services and of supporting/training those who use them

Desirable

- Experience of supporting university courses in the discipline outlined in the advertisement (and below in the context of the post)
- Experience of preparing learning support materials and delivering teaching sessions in a blended (Face to face and online) environment

Aptitudes and abilities

- Excellent verbal and written communication skills
- The ability to work to agreed timescales while standards of accuracy are maintained
- Good organizational, analytic and time-management skills
- The ability and enthusiasm to take responsibility within a team and to adapt to changing professional standards, information technologies and educational requirements.
- A good spread of relevant IT skills and knowledge, including some or all of the following: library systems, MS Office, e-journals and e-books, digitisations and content management systems for web pages, and Blackboard
- Excellent customer care skills
- An aptitude for self-motivation
- Ability to be an active and effective team member
- Flexibility, enthusiasm and a willingness to undertake a complex variety of tasks.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

The post holder must be both comfortable and effective in taking charge of the service in the absence of local managers.