



Job Description

Job Title:	Senior Digital Librarian
Department:	Library
Contract:	Permanent, Full-time
Salary Range:	£32,348 - £34,308 per annum
Salary Grade:	SS5
Reporting to:	Head of Library Service
Job Purpose:	<p>To manage the resource processes and administration duties of the Academic Librarian, Senior Library Assistant and Library Thinkspace Assistant teams.</p> <p>To procure, maintain, review, and expand our range of books, journals, databases, collections, and any other library resources.</p> <p>To lead on the maintenance of the online library and infrastructure systems, working with student facing teams to resolve technical user queries and issues.</p> <p>To take a data driven approach to assessing current library resources for value, to inform better promotion and/or renewal and acquisition decisions.</p>
Main Duties & Responsibilities:	<ol style="list-style-type: none">1. Ensure that core library systems and online academic collections are working and supporting Library services effectively.2. Support the Library front line services team with any system issues such as the self-service kiosks and Library Management System and higher level troubleshooting of online resources such as eBooks and journals.3. Support the wider team by resolving queries relating to authentication such as Open Athens and EZProxy.4. To work with the Head of Library Services to process renewals of digital library resources and systems and provide usage data for analytics.5. Work with Academic teams to build resource collections, especially procurement for resources in new course areas where current library collections will have limited subject relevance.6. Work closely with the Academic Librarians in the procurement process, with responsibility for developing collections and authorising resource orders.7. Be the first point of contact for library resource providers and publisher/resource sales representatives.



8. Assist the Head of Library Services in budgetary management, working with Library teams to ensure appropriate distribution of spend decisions are taken and adhered to.
9. Take a lead in the management of the administrative processes carried out by the Senior Library Assistant team, ensuring that duties are consistent with the needs of the library and distributed in a way to maximise efficiency and performance.
10. To work with the Senior Library Assistants to improve and maintain records in the Library Management System and ensure new stock is correctly represented.
11. Liaise with internal UCB departments such as ITSU/DICE where needed for troubleshooting and maintenance of systems and resources.
12. Liaise with a wide range of suppliers to resolve system and online resource issues relating to metadata, authentication and anything else related.
13. Support the Head of Library Services with training other members of the team and digital resource development work such as updates and changes to core library systems.
14. Work with the Head of Library Services to develop and deliver teaching support and workshops for students and staff in relation to developing digital library skills and advertising new resources.
15. Share responsibility with the Head of Library Services in carrying out daily walkarounds of the Library and Academic Skills Centre, greeting, communicating with and cascading information to library team members.
16. Deputise for the Head of Library services covering core day to day duties during short term periods of absence such as annual leave, sickness, external meetings and training.
17. To commit to upholding the principles of Safeguarding and the PREVENT agenda.
18. To ensure practice is in line with the requirements of the General Data Protection Regulations.
19. Any other duties commensurate with the nature and grade of the post.



PERSON SPECIFICATION

Post:	Senior Digital Librarian	Weighted criteria
Experience:		
1	Experience of working in a library and/or academic library resource provider.	X
2	Experience of management, supervision or delegation of tasks.	X
3	Experience of working with Discovery Systems and Library Management Systems.	X
4	Experience of providing excellent customer service and support to library and/or resource users.	
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Skills & Abilities:		
6	Suitable level of proficiency in ICT and experience of using contemporary and relevant IT products.	X
7	Effective oral and written communication skills in both individual and group situation; with the ability to deliver instructions confidently and tactfully.	
8	A high level of organisation and administrative skills.	
9	Comfortable with using data to inform budgetary and other value decisions.	
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Education & Qualifications:		
11	Undergraduate degree.	
12	Postgraduate qualification or willingness to obtain if deemed necessary.	
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Training & Professional Development:		
16	Record of relevant professional development, with willingness to engage in further training required for the role.	
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Other:		
21	Flexibility in working hours, including willingness to work occasional evenings/weekends to meet service needs.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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