

**JOB DESCRIPTION**

<b>Job Title:</b>	Academic Librarian
<b>Department:</b>	Library
<b>Contract:</b>	Maternity cover (full-time, fixed term)
<b>Salary Range:</b>	£26,715 - £30,046 p.a.
<b>Salary Grade:</b>	SS4
<b>Report To:</b>	Library Services Manager/Library Resources Manager
<b>Job Purpose:</b>	<p>To provide support to students in the discovery, evaluation and use of information to support their studies.</p> <p>To support academic staff in resource discovery and development.</p> <p>To work with the team to support digital and e-resources collection development and support students and academic staff with discovering and using the online library.</p>
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Liaise directly with academic and support staff in the sourcing, managing and access to electronic information and print resources to support courses taught at UCB.</li> <li>2. To work with the Library Resources Manager and the Academic Librarian team to develop and expand the e-book and e-resources collections and to work with the wider team to promote; support and teach students how to use e-content.</li> <li>3. To work alongside academic teams in discovering and recommending electronic resources and digitisation opportunities for new programmes.</li> <li>4. Provide support for students and staff in the discovery, evaluation and use of information for their studies and provide an enquiry service to support students with more in-depth research enquiries, including dissertation research support up to Masters level.</li> <li>5. Plan and prepare subject-specific user education and teaching materials to deliver workshops, timetabled sessions, tutorials and inductions to support students study.</li> <li>6. To work with the Library Services Manager and Academic Librarian team to develop and teach a library and research skills programme to support University academic skills development initiatives and discovery and use of online</li> </ol>

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	<p>provision.</p> <ol style="list-style-type: none"> <li>7. Delivering staff training sessions to develop research skills and effectively utilise UCB subscription databases.</li> <li>8. To work with the Library Services Manager and the CASE (Centre for Academic Skills and English) team to provide academic skills support such as referencing.</li> <li>9. To work with the Library Resources Manager in developing and maintaining systems to monitor and evaluate the service and to make recommendations regarding resource renewals.</li> <li>10. To be flexible with your time and open to new ways of working, have a willingness to contribute ideas for improvements to the service and to work with other members of the Library and Learning Services teams.</li> <li>11. To provide customer-focused enquiry support; to advise students on library systems, procedures and service offer and to support students with using the library services including the borrowing and returning of library material, paying fines and using other library equipment.</li> <li>12. To assist with the maintenance of the library environment including keeping the shelving and study areas tidy and organised and assisting with the implementation of the counter rota.</li> <li>13. To work at any UCB library location required operationally.</li> <li>14. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li> <li>15. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</li> <li>16. Any other duties commensurate with the nature and grade of the post.</li> </ol>
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**PERSON SPECIFICATION**

<b>Post:</b>	Academic Librarian	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience of working in a library or related academic environment.	
2	Experience of delivering teaching or instructional sessions to students/customers.	
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<b>Skills &amp; Abilities:</b>		
6	Strong IT skills in programmes such as Excel and Microsoft packages.	
7	Strong presentation skills, including the confidence to address large groups.	
8	Ability to build effective working partnerships with colleagues, internal departments and external organisations.	
9	Confident in using online meeting platforms such as Teams, Zoom etc.	
10	Marketing and liaison skills to promote the library and engage with academic staff.	
<b>Education &amp; Qualifications:</b>		
11	Undergraduate degree.	
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<b>Training &amp; Professional Development:</b>		
16	Record of relevant professional development, with willingness to engage in further training required for the role.	
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<b>Other:</b>		
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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