



Job Description

Job Title:	Academic and Library Specialist
Faculty/Professional Directorate:	University Library
Subject Group/Team:	Academic Library Services
Reporting to:	Academic Library Services Manager
Duration:	Continuing
Job Family:	Library
Pay Band:	7
Benchmark Profile:	Specialist (Library) Band 7
DBS Disclosure requirement:	Not applicable
Vacancy Reference:	

Details Specific to the Post

Background and Context

The Academic Library Services team is part of the University Library, which sits within the University Secretary, Registrar and Chief Compliance Officer (USRCCO) Portfolio of services within the University.

The Academic Library Services team provides a range of engagement, study skills, curriculum development, technology, curation, data, and research support services for students and staff, our customers across the University. The main student focus of the team is to provide core academic skills support at all levels of study, from foundation to research. This involves aspects of resource development, curriculum delivery and general academic skills advocacy. Working with staff, the team provides consultancy support across the range of academic activity, including teaching & learning, research, and knowledge exchange.

Overall purpose of the role

The Academic Library Services team is concerned with ensuring the University community is aware of the rich information environment available to them and how they can make the most effective use of this; and with enabling our students and staff to develop the digital literacy and other academic skills that will help them to make the most effective use of the Library's resources, to be successful as students or as researchers, and to be highly employable when they graduate or move on from the University.

The Academic Library Services team remit also provides curriculum development and research support for academic staff. This involves providing advocacy and training around improving resource use and skills development in the curriculum and providing support for research outputs management. This also includes intelligent data collection and reporting services to monitor and make best use of resources for effective and efficient delivery.

To provide a comprehensive service to its customers, the Academic Library Services team has a responsibility for managing and curating a range of resources and delivering teaching & learning,

research, and knowledge exchange support provision around these. This includes ensuring services are up to date and fit for purpose, that we provide value for money in the resources we provide, and that we deliver high quality teaching, learning, research support, and information management activities. This is made available through a combination of face-to-face and online delivery, including support and advocacy at the point of need.

As a member of the Academic Library Services team you will be responsible for supporting and promoting our services to our customers. You will also promote the use of library and archive resources, and support students and staff in developing relevant academic and research skills. The Academic Library Services team services include a variety of direct and indirect support to students and staff in the development of these skills:

- Self-help bespoke and third-party online resources
- Peer mentoring, intern and volunteering support
- Facilitated activities – direct customer services such as workshops, webinars, taught modules and one-to-one appointments.

The University Library website provides a wide range of academic and professional resources to help students gain the knowledge and skills they need to be successful at university. Additionally, there is support for peer mentoring, intern and student volunteering schemes, each designed to support students and foster personal and professional development. A wide range of workshops, webinars and appointments are offered to provide support with academic skills, information resources, and research outputs. Key to the success of this role will be engagement with the academic community and student body to ensure their needs are met.

The Academic and Library Specialist role is expected to provide support within five key areas of work:

1. Library and archive collections engagement and advocacy
2. Curriculum development
3. Research and knowledge exchange support
4. Learning development
5. Digital curation

It is not expected that the postholder will be experienced at covering all five areas of work: all postholders will be expected to contribute in some capacity as appropriate. It is expected that the postholder will be able to provide specialist support across one or more areas of work. Members of the Academic Library Services team will therefore be able to combine their collective skills sets, knowledge and experience to provide an overall service provision for customers of the Library. Excellent customer service is vital to the success of the team, and may involve adaptation and input to different activities as required in support of the team as a whole. This may include, but not be restricted to, the following activities:

- Workshop support – which may include student and staff delivery, and webinar contributions
- One-to-one appointments – which may be student or staff support
- Curriculum development support
- Support for researchers' skills development, outputs, and curation plans
- Resource development and advocacy
- General team duties – which may include data collection and management for evaluation and impact purposes, contributing to scheduling of activities, contributing to team meetings administration and other general office activities such as dealing with telephone and email queries.

- Contribute to the overall objectives and success of the Library

Specific Duties and Responsibilities of the post

Library and archive collections engagement and advocacy

- Raises awareness of the learning and research resources available to meet the needs of the discipline, level and mode of delivery. This includes resources created at this University, purchased for the University or freely available
- Provides professional advice to customers on the best use of those resources
- The implementation of services from our e-resource and system suppliers, plus open access tools, making access to resources user friendly.
- Support development of information literacy skills to increase access to collections
- Collect and manage data effectively to ensure efficient use of resources and value for money, working closely with collections management colleagues

Curriculum development

- Provides professional programme design support to academics when developing new and existing programmes
- Provides curriculum delivery support through direct teaching, learning and research activities. This includes delivering face-to-face and online integrated teaching activities and other embedded practice and training for students and staff, as appropriate.
- Gathers and analyses data from use of resources and customer services to evaluate impact, inform service development and measure performance. Work with academics to evaluate student learning experiences for 'feed forward' activities.
- Offers curriculum enhancement support by helping develop models of good data collection and evaluation.
- Be clear about the context in which we refer to use and acting on data – link to value for money and linking to collections development and management

Research and knowledge exchange support

- Actively support customers in the management of research resources and the development of relevant research and knowledge exchange skills
- Contribute to open access compliance, including responsibility for research output and open access processes through the institutional research information system.
- Provide guidance, training and support to academics and students in relation to research and knowledge exchange services provided by the Library, with particular attention to the management of research data and related digital collections.
- The development of new pathways to quality information to enable good data management and reporting.

Learning development

- Advises on the appropriate use and management of learning and research resources to support curriculum development. This may involve the creation of bespoke resources or advocacy of quality-checked third-party resources.
- Provides one to one appointments to students needing help with using resources and developing their academic study and research skills
- Works alongside students engaged in peer support and volunteer activities
- Delivers academic skills development services, including (but not restricted to) face to face and online workshops and webinars, resource development

- Promote good use of academic literacies through training and advocacy, such as information and digital literacies and good research practices
- Generally contributing to the academic and research success of our customers by supporting and promoting graduate employability and research activities within the Library and across the University

Digital curation

- Provides curation advice, guidance and practice to support the management of digital collections the Library and Archives take responsibility for
- Provides advice and guidance within the University on digital curation in support of learning & teaching, research, and knowledge exchange
- Ensure effective liaison between the team and Hull University Archives to complement and align service provision
- Liaise with Collections Development Team on the curation of digital collections as part of the overall collections management and development by the Library

Additionally, the post-holder will be required to:

- Utilise all forms of communication including social media to reach diverse audiences
- Take responsibility for managing teaching/training sessions using online booking and alerting systems
- Contribute to the development of the University Library through participation in projects and working groups.
- Actively seek opportunities on a regular basis to develop own knowledge and skills
- Contribute to staff engagement activities (development, EDI etc.), school liaison as appropriate.
- Work flexibly, which may include some evening and weekend work.

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

Overall Purpose of the Role

- The role holder will:
 - Provide professional advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work
 - Have gained a professional qualification (or are working towards) and/or vocational or professional experience. The role holder will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support
 - Lead a team within the department and plan, prioritise and monitor to ensure effective use of resources
 - Influence decisions or events by working collaboratively internally and externally to the University
 - Evaluate and analyse information and use initiative and creativity to solve non standard problems

Main Work Activities

Communication

- Provide advice and guidance of a specialist nature to managers, staff, students and visitors
- Deliver presentations to communicate information across Library/Faculty/University
- Attend meetings to report on information/data
- Take notes and produce formal minutes at meetings when required
- Format and edit publications
- Compile procedural manuals and other Library documentation
- Draft formal documentation

Teamwork

- Contributes to provision of operational leadership, supervises members of the team, defines objectives, sets deadlines, allocates works and monitors outcomes
- Conduct appraisals

Liaison and Networking

- Proactively develop and maintain internal and external contacts to benefit the University
- Maintain awareness of University, library and sector issues that may impact on the work of the role.
- Participate in networks internally and/or externally

Service Delivery

- Provide specialist support to staff and students as well as colleagues within the Library
- Develop and manage projects that contribute to improving service delivery
- Develop and maintain systems and processes to ensure effective delivery of the service
- Contribute to policy development

Planning and Organisation

- Plan and monitor the work of others
- Co-ordinate team processes in conjunction with senior colleagues
- Organise, prepare and service committees as appropriate
- Contribute to the longer term operational planning of the Library

Analysis/Reporting

- Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

Additionally the post holder will be required to:

- Fulfil the employees' duties described in the University's health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
- Comply with University regulations, policies and procedures

COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

The Competencies set out below are essential and are core requirements needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

Competency	Identified by
Knowledge and Experience A good relevant degree and relevant professional qualification. Criteria to be determined according to the specialism being addressed	Application
Communication (Oral and Written) Can demonstrate the ability to provide information in a suitable format so that the others' needs are met and adjusts the level of content to help others understand.	Application/Interview
Teamwork and Motivation Can demonstrate the ability to provide operational leadership. Ensures that all team members understand what is expected of them and distributes work fairly according to ability. Identifies development and training needs of the team.	Application/Interview
Liaison and Networking Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time.	Application/Interview
Service Delivery Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about, the service and future needs.	Application/Interview
Decision Making Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others.	Application/Interview
Planning and Organisation Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress.	Application/Interview
Initiative and Problem Solving	Application/Interview

Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits.

Analysis/Reporting

Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings.

Application/Interview