

**Library Business Partner**

Faculty / Department:	Library and Learning Resources (L&LR)	Grade:	<i>MA1; salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Library Engagement	Responsible for:	N/A

Job Purpose

Library Business Partners are responsible for providing an engagement service to a designated Birmingham City University Faculty, working as part of the Library Engagement team. Directly supporting the University's and Library and Learning Resources (L&LR) strategies and policies. With the aim to develop a proactive business relationship with an extensive number of stakeholders within the faculty, across Professional Services and L&LR. To be the Faculty's main contact for L&LR, to ensure L&LR are supporting academics and their students to provide the resources and services they require to gain good degree outcomes.

Main Activities and Responsibilities

1. Engage and develop excellent business relationships with the academics within the designated Faculty and Professional Service to gain early insights into curriculum, learning and research.
2. Develop a knowledge and understanding of the strategies and executive plans of the designated Faculty and Professional Services and how L&LR can support these plans.
3. An advocate for L&LR, working closely with the Communications and Community Outreach Officer and other members of the Engagement team on communication, marketing strategies to ensure the faculty and professional services stakeholders are informed and engaged with the development of services.
4. Planning reports and other documents required for Faculty or Professional Services meetings to ensure consistency of approach.
5. Supporting Faculty course development, quality assessment and accreditation exercises.
6. Working with the Head of Library Engagement and Learning & Teaching Librarians to ensure the embedded delivery of library information skills for taught courses and take-up of research support services and the University Archive and Special Collections.
7. Working closely with L&LR teams to cascade business intelligence gained from BCU committees, academics and Professional Services in and out of L&LR to ensure we have the correct resources and services to support students and academics.
8. Working closely with L&LR's Content and Open Research team and designated Faculty to ensure we have the correct licensing agreements, reviewing data metrics, the development of business cases for new print and electronic resources within the procedures and priorities of the Learning Resources budget.
9. Leading on Resource Lists advocacy and training for academics to encourage resource lists to be used as a pedagogical tool and are embedded as part of the learning experience.
10. Work collaboratively to ensure L&LR collections are diversified as part of curriculum planning, supporting academics to decolonise their resources and to support L&LRs equality, diversity and



inclusive strategy.

11. Supporting internal and externally driven action planning in response to student survey and executive plans e.g. Access Participation Plan.
12. Contribute to the development of university and L&LR academic and research skills mapping, skills curriculum design and review activities to ensure a coordinated approach to the development of academic and research skills provision.
13. Deputising as appropriate in the absence of the Head of Library Engagement
14. Contributing to, and where appropriate leading on projects, either within L&LR or BCU more widely.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. Degree and/or postgraduate qualification in librarianship or information science and/or educationally or professionally related area and/or equivalent experience.	Application Form / Support Statement / Interview
2. Knowledge of higher education academic libraries and understanding from both library and academic perspectives.	Application Form / Support Statement / Interview
3. A proven track record in the development and delivery of quality services to a diverse range of stakeholders within a framework of accountability.	Application Form / Support Statement / Interview
4. Excellent negotiation and influencing skills couple with tact and diplomacy with a wide range of stakeholders with diverse professional and academic backgrounds.	Application Form / Support Statement / Interview
5. Understanding of library budgets and resource management, in order to communicate with academic colleagues about new subscriptions, business cases, cancellations, and other matters relating to library collections	Application Form / Support Statement / Interview
6. Excellent written and verbal communication skills, including report writing presentation skills and the ability to analyse data.	Application Form / Support Statement / Interview
7. Demonstrated ability to work collaboratively in a diverse and inclusive environment and commitment to reflective practice, open communication, and constructive feedback and challenge.	Application Form / Support Statement / Interview
8. Collaborative approach to team working, with strong commitment to sharing CPD.	Application Form / Support Statement / Interview
9. Excellent time management and organisational skills with the ability to prioritise, plan and manage own workloads in a busy and continuously changing environment.	Application Form / Support Statement / Interview



10. An awareness of wider developments in library and information services which might enhance the service at Birmingham City University.	Application Form / Support Statement / Interview
11. Excellent digital literacy, being able to use word processing, spreadsheet and communication tools, e.g. Microsoft Word, Excel, Outlook, Teams, and willing to learn and explore new tools and technologies relevant to the role.	Application Form / Support Statement / Interview
12. Demonstrable ability to drive and support service change and contribute to a culture of continuous service improvement	Application Form / Support Statement / Interview
Desirable Criteria	
13. Experience of project management.	Application Form / Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.