

**Library Data Officer**

Faculty / Department:	Library and Learning Resources (L&LR)	Grade:	SO2: <i>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 Technologies & Digital Innovation	Responsible for:	N/A
Job Purpose			
Working collaboratively with the entire Library and Learning Resources service and other stakeholders of the University community, this post plays a key role in developing data-informed approach and culture for achieving strategic objectives related to library operations and user needs.			

Main Activities and Responsibilities**Analytics**

1. Investigate available information sources to establish what information is available. Independently validate external information from these sources.
2. Work with library teams to interrogate and streamline library data sources, identifying opportunities for data analysis.
3. Select and apply appropriate analytical techniques to underpin strategic decisions and contributions to internal and external reviews, e.g. analysis of NSS library data, SCONUL statistics, learning analytics from multiple systems, student experience data as presented in library related platforms.
4. Discover and quantify patterns and themes in numerical and other data as appropriate and establishes impact measures.
5. Produce analytical reports identifying impact on target audiences and recommendations for service development.
6. Utilise agreed tools to produce contemporary, user-friendly presentations of data, e.g. infographics.

Data Management

7. Take responsibility for the accessibility, retrievability, and security of specific subsets of data and information.
8. Provide advice on the transformation of information from one format/medium to another.
9. Lead on aspect of projects that involve library data and its structures and migration.
10. Maintain and implement information handling procedures.
11. Enables the availability, integrity and search ability of information through the application of formal data structures and protection measures.

Others

12. Develop resilience, confidence, and 'data literacy' in data analytics within the library workforce.
13. Maintain and develop knowledge of own subject fields. Monitor innovations and trends to contribute towards L&LR service development.

Person Specification



Essential Criteria	Application Form / Support Statement / Interview
1. A good general standard of education, at least GCSE or equivalent	Application Form / Support Statement
2. Broad knowledge of metrics methodologies, data analytics and experience of applying them.	Application Form / Support Statement / Interview
3. Demonstrated experience of identifying, extracting, analysing and presenting data from multiple sources.	Application Form / Support Statement / Interview
4. Experience of facilitating group interactions to identify data needs and requirements.	Application Form / Support Statement / Interview
5. Customer-focused and strong service orientation.	Application Form / Support Statement / Interview
6. Analytical thinking and problem-solving skills.	Application Form / Support Statement / Interview
7. Proactive and positive attitude to service delivery and continuous service improvement.	Application Form / Support Statement / Interview
8. Excellent communication skills with the ability to interpret complex information and convey simple explanations to non-experts.	Application Form / Support Statement / Interview
9. Ability to work on own initiative and in a team environment.	Application Form / Support Statement / Interview
10. Ability to establish and maintain effective working relationships with library staff, University departments and other service stakeholders.	Application Form / Support Statement / Interview
Desirable Criteria	
11. Knowledge of how metrics are gathered and applied across higher education libraries to inform library strategic developments.	Application Form / Support Statement / Interview
12. Experience of project working, either in a project manager role or as a member of a project team.	Application Form / Support Statement / Interview
13. Experience of providing teaching / learning to others.	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.