
LIAISON LIBRARIAN



School/Department:	Library, Information & Digital Services
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Grade:	8
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Reports to:	Library Manager
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Responsible for:	n/a
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Job Summary and Purpose:

Working with the Library Manager, you will be responsible for the library collections, including the review, selection and maintenance of all resources; liaise with colleagues to ensure the collections and resources focus on the University's strategic priorities, are legally and contractually compliant, and within budget; develop the information skills of course teams and students through online tools, workshops and tutorials; and promotion of library resources and services.

The University actively encourages staff development and training. The post holder is expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Main Duties / Responsibilities

Collections

- To proactively identify, evaluate and recommend new resources in accordance with the Collections Development Policy
- To periodically review reading lists ensuring compliance with the Reading List Policy
- To review the collections annually, liaising with colleagues and overseeing reclassification, weeding and inventory projects.

Liaison

- To provide the initial and second point of contact for library enquiries, escalating where appropriate
 - To work with course teams to review information resource requirements to ensure that the collections meet the evolving needs of the curriculum and that resources are valued and exploited.
 - To monitor and evaluate the value and impact of collections, resources and services to inform planning.
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- To proactively provide development opportunities to colleagues in the use of information resources and services
 - To liaise with Discovery Services to secure the acquisition and creation of resources, and their discoverability and access
 - To report regularly to the Library Manager on the service operations and issues including risks, budgets, timelines and resourcing, and make appropriate plans and recommendations to address any variances.

Information Services

- To develop and promote online information, advice and guidance to course teams and students on information resources and services to facilitate independent learning
- To proactively work with course teams to identify information resource and service priorities and develop appropriate strategies to be delivered by course teams within the curriculum
- To plan and deliver student focused information resource and literacy workshops
- To deliver one-to-one and group tutorials
- To contribute to course resource planning through attendance at course boards, scrutiny and validation as required, ensuring that reading lists are appropriate and information literacy is integrated into the curriculum
- To provide information, advice and guidance to researchers on scholarly communications, research publication, copyright and open access to support the Research Excellence Framework (REF)
- To provide information, advice and guidance on referencing and using referencing tools

Promotion

- To participate in meetings, projects and activities which contribute to the development of services and resources offered by Information & Digital Services.
- To proactively raise awareness and promotion of library resources and services and how these contribute to academic success through a range of engagement activities to ensure library resources and services are understood, valued and impact maximised.
- To proactively support the Library Manager in developing, monitoring and evaluating services.
- Projects
- To support the management of projects as appropriate, including; preparation and presentation of plans; organisation and chairing of project meetings; ensuring activities adhere to University governance standards; and take responsibility for project budgets ensuring appropriate budgetary controls and reporting procedures are established and maintained

Communication & Collaboration

- To represent Academic Services at University Committees, Course and Project Boards, and other meetings as appropriate and provide timely feedback to colleagues
 - To be proactive in communicating and collaborating with colleagues to ensure that digital resources and services are understood, valued and exploited.
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- To report regularly to the Library Manager on the service operations and issues including risks, budgets, timelines and resourcing, and make appropriate plans and recommendations to address any variances.

Other Duties

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
 - Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
 - Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
 - To promote equality, diversity and inclusion in your performance of your duties.
 - To actively participate in learning and development to meet the requirements of your role and the University.
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SELECTION MATRIX

		Essential	Desirable	Used to shortlist
1	First degree or equivalent in a relevant discipline and/or postgraduate qualification in library information management or equivalent experience	x		x
2	Knowledge or processes and technologies relevant to the delivery of library, learning, teaching and research services	x		x
3	Knowledge of specialist collections, resources and methods of discovery and access	x		x
4	Knowledge of best practice in the sector relating to the development of information skills	x		x
5	Experience of designing and developing educational materials, including online resources, to enhance independent learning	x		x
6	Awareness of the broader environments in which library, information resources and services operate	x		x
7	Knowledge and experience of creative arts education, curriculum development and delivery, and research practice	x		x
8	Ability to build effective relationships and work collaboratively with a diverse range of stakeholders	x		
9	Ability to work on own initiative, prioritising and managing time effectively	x		
10	Ability to work flexibly, in response to curriculum and student requirements	x		

Does this role require a DBS? NO