

JOB DESCRIPTION

Job Title:	Systems Librarian
Role:	Team Manager / Leader
Department:	Library Service
Reporting to:	Deputy Director - Library User Experience
Direct Reports:	Library Learning Advisor
Location:	Homeworker

Library Service

The Library at the University of Law supports all students and staff, regardless of location. We have physical libraries at each of our eight UK campuses, alongside online collections and support, including for the Online Campus and partner institutions in the UK and globally. Our three teams (Digital Education, User Experience and Collections and Research) provide the professional expertise and high quality, relevant, accessible collections to equip our students and staff with the information literacy, research and digital skills to navigate learning and teaching at the University of Law with confidence, and to excel in their lives beyond.

Systems Librarian

Our User Experience Team ensure that we deliver a highly professional, student-centred library service across all our campuses and online. They work in partnership with students, colleagues and other stakeholders in order to provide a flexible and inclusive service that is constantly evolving to meet the changing needs and priorities of the University. The Systems Librarian manages the Library Management System (LMS) and its integrations. They work closely with campus teams and colleagues responsible for discovery to ensure the LMS is developed in-line with the University's teaching, learning and research needs. They line manage a Library Apprentice.

Main Function of Job:

The Systems Librarian has responsibility for the management and development of the LMS, Ex Libris' Alma, our core platform for managing our print and online collections. They manage integrations and interoperability within the Library Service, the wider University and externally. The Systems Librarian works remotely but is affiliated to a specific campus and will be on campus to support teaching and partnership requirements as necessary. They will be required to travel to UK campuses to attend meetings and training and development events. The Systems Librarian can be a homeworker but will be required to travel to UK campuses to attend meetings, training and development events and support colleagues.

Key responsibilities include:

- Maintaining and updating the LMS through expert knowledge and liaison with suppliers and the library community

- Implementing new services and evaluating existing systems to identify opportunities for system integration and automation to improve the student experience and create efficiencies
- Working closely with IT to progress service developments and share best practice
- Training colleagues and producing guidance on LMS and related system processes and sharing knowledge and expertise across the Library Service
- Collaborative working with stakeholders at all levels to gather insight and co-create services

Reporting lines:

- The Systems Librarian reports directly to the Deputy Director – Library User Experience and has a Library Learning Advisor as a direct report

Specific Responsibilities:**Management and development of the Library Management System, Alma**

- Use insight and expert knowledge to manage the LMS, ensuring it supports the needs of our students and Library Service colleagues
- Run regular health checks, carry out upgrades, and review system configurations and feeds, with support from our IT team and Ex Libris as needed
- Ensure the LMS delivers control of library data and resource management and complies with statutory responsibilities such as data protection
- Identify and establish integrations with other library and University systems to enable sharing of library data (e.g. integration with student records; with learner analytics)
- Ensure that appropriate reporting mechanisms, analytic tools and dashboards are in place to support the needs of library colleagues and inform wider strategic reviews

Continuous service improvement and relationship management

- Partner with IT and other key teams (Finance, HR, Student Information) to integrate the LMS successfully with other University systems, with minimal disruption to users
- Work closely with the Collections & Content Librarian, Digital & Discovery Librarian and Customer Service Librarian to ensure our collections are easily discoverable and accessible
- Collaborate with library colleagues to optimise acquisitions and circulation processes for the student journey, taking into account centralisation and automation
- Participate in the Ex Libris user community to discover solutions to issues
- Manage systems specific projects, and maintain a central register of library platforms/systems and their respective owners

Teamwork and Team Management

- Management, development and appraisal of members of the library team, including participation in recruitment activities
- Promote and sustain a constructive, supportive and friendly working relationship with all service users, external and internal, immediate and senior management and other colleagues in order to maintain high levels of client support or delivery
- Proactively participate in relevant Campus activities, meetings and events to raise the profile of the library and to contribute where appropriate

- Promote and maintain effective relationships with students, staff and external visitors, suppliers and other stakeholders, ensuring they are dealt with in a professional manner
- Ability to work occasional evening, weekends and public holidays to meet the needs of the service as required
- Deputise for senior colleagues on projects and in meetings as appropriate

Professional Skills

- Actively take responsibility for own personal career development and networking
- Undertake training as required
- Develop an awareness of technology relating to Library systems and keep up to date with relevant developments.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by their line manager or the Library Service Senior Management Team.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

Job description is correct at July 2022. It may vary in consultation with the post holder to reflect changes within the market place, in the Library Service and the University.

Signed by:**Post Holder**.....

Print Name:

Date:

Person Specification

Job Title: Systems Librarian
Role Level: Team Manager/Leader
Department: Library Service

1. TRAINING & EDUCATION

Essential	Desirable
- Educated to first degree level, or equivalent qualification / professional experience - Library or Information qualification, or suitably qualified by experience	- Any IT / technical qualifications (e.g. ICDL/ECDL) - Alma / Primo certification (Ex Libris)

2. EXPERIENCE

Essential	Desirable
- Experience of managing library management systems and electronic resources - Experience of deploying innovative student support solutions - Experience of working in a customer service environment - Experience of liaison with stakeholders	- Experience of using Alma/Primo/Leganto - Experience of working in an academic, business or legal library or information service - Experience of managing or supervising others, including remotely

3. SKILLS & KNOWLEDGE

Essential	Desirable
- Good communication skills - Good time management and organisational skills - Excellent IT skills	Understanding of and interest in the application of technology in education

4. BEHAVIOURAL SKILLS

Essential	Desirable
- Able to work as part of a team and motivate others - Proactive and flexible - Reflective practitioner - Able to work on own initiative and prioritise own workload - Able to work under pressure to deadlines	

5. SPECIAL CIRCUMSTANCES

Essential
- Occasional weekend or evening working - Willingness to travel to other campuses on occasion