

ual:

Job description and person specification

Assistant Librarian (Access and Inclusion)

Job description

Job Title	Assistant Librarian (Access and Inclusion)
College/Exec Group	Education and Students
Department/Team	Library Services
Accountable to	Discovery Librarian
Contract	Permanent
Term	17.5 hours per week, 52 weeks per year
Grade	Grade 3
Salary	£34,436 - £41,196 per annum pro-rata
Location	Hybrid – LCC Elephant and Castle/Home - There are some working from home opportunities available with this role
Job family	Professional & Administrative
HERA reference	ADS-2015-18

Purpose of the role

To contribute to the development, delivery and exploitation of high quality and customer-focused library services at the University of the Arts London (UAL). To support the learning, teaching and research activities of its Colleges, by providing service wide co-ordinated support for access to resources, collections and services for students with disabilities. The postholder will have specific responsibility for coordinating work within Library Services related to access and inclusion, in particular the provision of alternative format material.

Key duties and responsibilities

- Co-ordinate the acquisition, management, dissemination and storage processes for texts in a range of formats which are required by students with a disability; maintain records as required; and develop and record effective workflows. Liaise with publishers, scanning services, library staff and other bodies as required.
- Train library staff to provide texts in alternative formats, as well as in the in the creation and provision of accessible documents; assist and promote an understanding of why it is necessary.

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- Liaise with Academic Support librarians and other library staff over the provision and use of assistive software.
- Support and guide accessible and inclusive provision within Library Services by acting as a conduit for information and the sharing of best practice in promoting and enabling access to resources, systems, collections and services for UAL's diverse student communities.
- Attend and contribute to appropriate Groups, reporting back and progressing library related actions.
- Liaise with other departments of the University that contribute to delivering UAL's access and inclusion agenda. This will include acting as a point of contact for Library Services staff with the University Disability Service, and the I.T Assistive Technology Coordinator.
- Maintain an active engagement with legislative and other developments relating to disability and access and inclusion issues. Disseminate information as required.
- Co-ordinate and undertake access audits across library spaces.
- Be aware of copyright legislation as it relates to disability and disseminate this as required. Participate in the copyright Community of practice with particular reference to copyright as it relates to disabled staff and students; liaise with the Assistant Librarian (subscriptions and copyright licensing) as required.
- Attend and contribute to internal and external events, locally and nationally, that would inform and promote Library Services policies regarding accessibility and inclusivity.
- Participate in and support other Library Services activities including academic support activities such as induction and information and research skills programmes, bibliographic services, systems, e-resources and serials functions to enable access, for example by producing library guides or providing metadata.
- Supervise staff as designated.
- Contribute to and participate in the activities of the Library Services Team as required and participate in Library Services projects and activities as required, including Task and Finish groups and involvement in project teams.
- Contribute to and promote Library Services policies and procedures.
- Manage designated budgets as appropriate.

Key working relationships

- Library users with disabilities, and their support staff.
- Discovery Librarian
- Library Services colleagues
- I.T Assistive Technology Coordinator
- Other University departments and teams that support specific student communities e.g. University Disability Service.
- External community of librarians specialising in access and inclusion work.

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy, ensuring equality, diversity and inclusion in your work to fulfil the University's obligations under the Equality Act.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

We are looking for someone with a Level 6 (degree level) qualification and/or relevant library qualifications, with relevant experience of access and inclusion in an academic environment, knowledge or experience of working with disabled customers, and knowledge or experience assistive technologies, and the creation of accessible documents and PDFs.

Additionally, knowledge or experience of administering a budget and Interest in the subject areas of UAL would be *desirable*.

Communication skills

- Communicates effectively orally, in writing and/or using visual media.

Leadership and management

- Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance.

Research, teaching and learning or Professional practice

- Assists with the delivery of basic training or briefings to support understanding or learning.

Planning and managing resources

- Plans, prioritises and organises work to achieve objectives on time.

Teamwork

- Works collaboratively in a team or with different professional groups, ensuring the principles of equality, diversity and inclusion are upheld.

Student experience or customer service

- Provides a positive and responsive student or customer service.

Creativity, innovation and problem-solving

- Uses initiative or creativity to resolve problems.