

ual:

Job description and person specification

Assistant Librarian (Discovery)

Job description

Job title	Assistant Librarian (Discovery)
College/Service	Academic
Department/Team	Library Services
Accountable to	Discovery Manager (Resources & Systems)
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 3
Salary	£34,436 to £41,196 per annum
Location	Elephant & Castle. There are limited opportunities for working from home available with this role.
Job family	Professional & Administrative
HERA Reference	001564

Purpose of the role

To assist in the development and delivery of high-quality, customer-focused library services at University of the Arts London (UAL). To contribute to the management, co-ordination and development of electronic resources and related technologies.

Key duties and responsibilities

1. Monitor and troubleshoot e-resource queries and respond to user feedback, escalating problems to managers, UAL IT Services or systems suppliers as necessary
2. Assist the Discovery Manager (Resources & Systems) with authentication and access matters related to e-resources, escalating problems to managers, UAL IT Services or systems suppliers as necessary
3. Assist with routine administration and maintenance of e-resource metadata and Discovery tools, as required
4. Update and collate published information relating to e-resources for example using LibGuides, as required
5. Assist in maintaining statistics of resource use including for SCONUL data collection and collection development and produce reports as required.

6. Assist with routine Systems work, as required.
7. Assist with departmental communications including the Library Services website and social media, as required

Other

1. Communicate with stakeholders in person and online, providing a high-quality customer-focused service. Refer or resolve enquiries.
2. Produce reports, create, maintain and promote guides and documentation.
3. Supervise team members as required. This includes supporting staff recruitment processes, providing cover and training colleagues.
4. Engage with developments in libraries, teaching and learning within the University of the Arts London, and the FE/HE sectors.
5. Uphold Library Services policies and procedures and contribute to and take part in Library Services projects or activities as required.
6. Represent the department at internal and external meetings. Feed back to colleagues as required.

Key working relationships

- Library Services Managers
- Library Services Colleagues
- UAL Digital & Technology Services
- Suppliers

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 and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development and 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

- A degree level qualification (level 6), and/or relevant library qualifications.
- Experience in a Library or other education or Information role.
- Knowledge of e-resource administration, Discovery, CMS and enquiry systems.
- Knowledge of library management systems.

Communication skills

- The ability to provide accurate information clearly and concisely to different stakeholders in person and through various communication channels

Leadership and management

- ***Desirable*** - ability to supervise, support and motivate individuals or a team effectively.

Research, teaching and learning or Professional practice

- Ability to maintain accurate knowledge and to deliver basic training to support understanding or learning.
- Digital skills, including understanding database administration and support portals and library management systems; confidence using IT, such as printers and software including Microsoft Office 365.

Planning and managing resources

- Demonstrable flexibility to plan, prioritise and organise own work and that of the team to achieve objectives on time. Manage multiple tasks and work calmly under pressure.

Teamwork

- Ability to work collaboratively as part of a team, and with different professional groups, leading by setting objectives and managing priorities, delegating, completing shared tasks, and asking for and giving support as needed.

Creativity, innovation and problem-solving

- Initiative and creativity to resolve day-to-day-problems and to develop new practice using a range of library systems and processes