IMPERIAL

Job title

Department/Division/Faculty:	Liaison Librarian (Medicine)
Campus/Location:	Library Services
Job Family/Level:	Professional Services, Level 3b (Salary scales)
Responsible to:	Head of Library Liaison (Medicine and NHS)[Type here...]
Line management for:	[Type here...]
Key working Relationships (Internal):	Library Manager and Liaison Librarians at other campus libraries, Liaison Librarian (Medicine) South Kensington Campus, Medical Library teams, NHS Liaison and Evidence Services Manager, Faculty of Medicine academics, students and support staff, Business Engineering and Natural Sciences Liaison Team, Royal Brompton Campus support staff,
Key Working Relationships (External):	[Type here...]
Contract type:	Part time, permanent 0.6FTE

Purpose of the Post

The postholder is responsible for providing high-quality, proactive support services to meet the learning, teaching and research needs of the Faculty of Medicine. The Liaison Librarian will develop and sustain effective relationships with a broad range of users and act as a key contact point between the Library and the Faculty of Medicine. This will include continually seeking out and forming new relationships in order to increase engagement between the Library and academic departments across Imperial College. They will design and deliver a full range of embedded and standalone training and frequent 1:1 support for students, staff and researchers in the Faculty of Medicine. They will provide research support services to library users from undergraduate students through taught and research post-graduates to post-doctoral researchers and academic staff.

The postholder will have day to day responsibility for service delivery at Royal Brompton Campus Library offering a time limited frontline service for Royal Brompton Campus Library users on the days they are present on site.

We develop our service portfolio to meet the evolving nature of the College requirements so the postholder will be expected to proactively develop their knowledge and skills. Expertise and a professional interest in areas such as information literacy, evidence synthesis methodologies, scholarly communication and AI tools to support research and teaching is necessary.

Key Responsibilities

1) **Relationship management**
   a. To build and manage effective relationships between Library Services and the Faculty of Medicine's staff and students, to understand their academic priorities and library requirements. This will include representing the Library at relevant committees and meetings, assessing the medical libraries services and resources against academic priorities reporting back and making recommendations to inform both strategic and operational service development.
   b. To act as an advocate for library services and to monitor their effectiveness and relevance to departments.
   c. To support departments in planning and preparing for College and external teaching and learning audits and quality assessments.
   d. To maintain effective liaison with all other Library teams to ensure needs of the Faculty of Medicine are understood and considered.

2) **Teaching, learning and research support**
   a. To plan, develop and deliver services to support the learning, teaching and research activities of the departments and Graduate School which fall within the remit of the Liaison Librarian, in accordance with agreed levels of service provision. This will include:
      i) Chairing and taking part in Library Medicine Team working groups to plan team activity, allocating work across the Medicine Team and ensuring work packages are delivered on time.
      ii) Collaborating with colleagues in the Scholarly Communications Management and other Liaison teams, to create and deliver research support services to meet the requirements of the Faculty of Medicine's research community. To contribute any particular disciplinary considerations and an understanding of the departments' priorities and practice.
      iii) To use specialist subject knowledge and skills including expertise in advanced systematic database search techniques to support systematic reviews and other advanced synthesis methods and train and advise postgraduate researchers on systematic review methodology.
      iv) Collaborating with the Library's Senior Teaching Fellow and other Business, Engineering and Natural Sciences Liaison Team, to create and deliver a scalable, innovative and sustainable information literacy programme. Work with senior colleagues in the Faculty of Medicine to ensure alignment with the Faculty of Medicine's pedagogic approach and that library teaching is fully embedded into the Medicine curriculum.
      v) Dealing with enquiries on all aspects of library services and users' changing requirements including complex enquiries requiring detailed subject knowledge.
   b. To contribute to the development of library services in line with current College strategies and operational requirements.
   c. To be aware of open access funder policies regarding research outputs and data in order to support departments in their transition to Open Access publishing, acting as an advocate and an initial contact point for enquiries.

3) Resource Management

a. In consultation with the Faculty of Medicine and library colleagues, to manage the relevant information resources (print and electronic) ensuring they continue to meet the academic and clinical needs of the Faculty of Medicine and provide value for money. This will include the collection development activities such as, evaluation, testing, selection, monitoring usage, weeding, as well as investigating new ways of delivering content.
b. To manage and monitor regular expenditure from delegated library resource budgets.
c. To provide reading list support and training to academics and administrators and if required to input reading lists into the Leganto reading list system.
d. To support the Leganto reading list project by working with the Faculty of Medicine to deliver reading lists based around the College academic structure and programme requirements.

4) **Frontline service provision and space management**

a. To provide a time limited frontline library services on days that the postholder is on site.
    i) To undertake library opening and closing operations and to be responsible for the library and its services while working alone.
    ii) Manage the circulation of books and other loanable materials at the Royal Brompton Campus Library
    iii) To apply library regulations relating to admission, circulation and good conduct in the library.
    iv) Maintain printing/copying facilities, monitoring usage and ordering supplies.
    v) To keep records and statistics of library activities as required.
    vi) To collect post and deal with incoming materials.
    vii) To perform routine clerical and administrative duties, including overseeing stationery requirements and undertake specific tasks such as, maintenance of notice boards, and signposting.
b. To work with colleagues at the Royal Brompton Campus and at other medical campus libraries to put in place systems and processes to allow the Royal Brompton Campus Library to operate as an unstaffed study space on days that the postholder is not present.
c. To be responsible for everyday health and safety at Royal Brompton Campus Library acting as a section safety coordinator in consultation with the Head of Library Liaison (Medicine and NHS), Library Facilities Manager and Campus Safety Officer.
    i) Monitor the library environment for defects and safety issues, reporting these and seeking to rectify them swiftly. Where necessary escalating issues to the Library Facilities Manager and Head of Library Liaison (Medicine and NHS) for further action.
    ii) Engage in risk assessment and risk mitigation/management processes providing local expertise and implementing plans at a local level.
    iii) Engage in the development of local emergency planning and evacuation procedures, providing local expertise and implementing plans at a local level.
    iv) To attend the Library Operations Group

5) Communication

a. In collaboration with colleagues, to create, produce and update guides, support material, online tutorials and other publications in appropriate subject or service areas using a wide range of multimedia design and editing tools.
b. To actively promote library services and resources and their use in learning, teaching and research.

6) Other responsibilities

a) To deputise for the Head of Library Liaison (Medicine and NHS) as necessary.
b) To carry out duties as required and work closely with colleagues across the department to deliver a consistent coordinated library service.
c) To participate in cross departmental and cross College projects as may be required and as agreed by the Head of Library Liaison (Medicine and NHS).

7) Continuing Professional Development

a. To work closely with library colleagues and to develop external networks to share knowledge and best practice in the development of collections and promotion of service excellence.
b. To pursue a programme of self-development and continuing updating of skills demonstrating an active interest and understanding of new technologies and policies and their relevance to learning, teaching and research.

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
Education to degree level, or equivalent qualifications or experience	E
Experience	
Significant experience in delivering library services ideally within a higher education or research environment and an understanding of current trends in their delivery	E
A demonstrable track record of successfully supporting library users on the use of library resources (databases, journals, books and e-books)	E
Experience of providing services to the research community which would include familiarity with one or more of the following areas: research data management, scholarly communication and bibliometrics	E
Experience of developing and maintaining collections of library resources to support learning, teaching and research in line with academic priorities	D

Knowledge	
A good working knowledge of the issues, trends and discussions around Open Access within the UK higher education sector	E
Understanding and awareness of current and emerging teaching/learning practices	E
Advanced knowledge of systematic review and related evidence synthesis methodologies	D
An understanding of the research life cycle and requirements of a scientific research community	D

Skills & Abilities	
Good oral and written communication skills required to liaise with staff, students and wider College teams e.g. Departmental administration teams	E
Evidence of strong advocacy and influencing skills and an ability to interact and build working relationships with a wide range of people	E
Well-developed ICT skills, including some or all of the following: MS Office, Library Management Systems (LMS), VLEs, reading lists software, social media and mobile technologies	E
Good presentation skills in order to deliver successful teaching and induction sessions	E
Good organisational, and time-management skills with an ability to work independently and deliver work to deadline	E
Good analytical and problem-solving skills with an ability to identify issues and deliver creative solutions	E
An enthusiastic, self-motivated team player, flexible and co-operative, coupled with a high level of personal responsibility and initiative with a committed to contributing to team goals	E
Expert skills in bibliographic database searching and reference management that allow you to train and support library users carrying out systematic reviews and other advanced evidence synthesis methods	D
Project management skills	D

Further Information

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Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

[Insert for posts subject to criminal records (DBS) checks]

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check, at the appropriate level, will be required for the successful candidate.

[Only to be included for Academic and Research Jobs]

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. Find out more about animal research at Imperial.

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