

ACADEMIC LIBRARIAN

Job Ref: REQ240253

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

<http://www.lboro.ac.uk/services/library/about/>

Job Description

Job Grade:

Management and Specialist, Grade 6

Job Purpose

To work with the Library Academic Experience Lead to meet the teaching, learning, research and innovation needs of staff, researchers and students by:

1. Working in collaboration with academic schools, professional services, and Library colleagues to ensure that Library services are relevant, forward thinking and offer academic excellence to support the current and future learning and research needs of staff and students.
2. Working as part of a team to design and deliver high quality student and researcher development opportunities in the effective and ethical discovery, evaluation, and use of content.
3. Liaising with academic schools to advocate for Library services, ensuring that users are aware of all aspects of the Library offer.
4. Providing discipline expertise and advice on content to support the needs of learning, teaching and research and to inform curriculum and scholarly practice, innovation and success.

Job Duties

Student and researcher development

1. To identify development opportunities and to design, deliver and evaluate teaching in the effective and ethical discovery, evaluation, and use of content and related open research topics, for taught course students both within and outside the curriculum, working with other colleagues and services as appropriate.
2. To develop and evaluate interactive on-demand digital learning materials to support the development of skills in the effective and ethical discovery, evaluation and use of content for students and researchers, working with other colleagues and services as appropriate.
3. To identify development opportunities and to design, deliver and evaluate teaching in the effective and ethical discovery, evaluation and use of content and related open research topics, for Loughborough academics and researchers, working with other colleagues and services, as appropriate.
4. To maintain a sound, up-to-date knowledge of pedagogy to support high quality teaching design and delivery.

Learning support

1. To maintain an up-to-date knowledge of course provision within academic schools, advising School and Library colleagues about the resourcing of new programmes and sharing intelligence in order to inform operational and strategic planning.
2. To act as an advocate for the Library, to raise awareness of Library services and content and to support staff and student engagement with them.
3. To work with staff and students in academic schools and with Library colleagues to identify and provide content to meet learning and teaching needs, supporting an evidence-based approach to the evaluation and acquisition of content.
4. To develop an understanding of the information-related practices and workflows of staff and students, sharing this with Library colleagues to ensure that services are developed in a user-led and user-centred manner.
5. To provide advice and support, via enquiries and appointments, to students on the effective and ethical discovery, evaluation and use of content.

Research support

1. To maintain an up-to-date knowledge of research taking place within Schools, e.g. overview of research groups, themes, funders, sharing this appropriately with Library colleagues to inform operational and strategic planning.
2. To maintain an up-to-date knowledge of the scholarly communications landscape within disciplines, e.g. main output types, relevant use of indicators, identifiers etc., sharing this knowledge with Library colleagues appropriately to inform development and delivery of Library services.
3. To work with staff and researchers in the Schools and with Library colleagues to identify and provide appropriate content to meet research needs, supporting an evidence-based approach to the evaluation and acquisition of content.
4. To provide advice and support via enquiries and appointments to academic staff and researchers on the effective and ethical discovery, evaluation and use of content, basic open research and scholarly communications, as well as responsible use of metrics and indicators.

Library service development

1. To maintain an open dialogue with staff and students to support service development and evaluation.
2. To lead and co-ordinate one or more portfolios in key areas of interest to support the Academic Services Team and Library services, such as doctoral researchers, digital teaching, responsible metrics, referencing software support, user experience.
3. To collaborate positively across the Library, and the wider University to review, develop and promote Library services and contribute to developments of shared strategic importance.
4. To support the collation and analysis of a range of user feedback and data to support service improvements, producing reports and recommendations as required.
5. To lead and contribute to projects, working groups, and participate in Library-wide and University developments and initiatives as required.
6. To make connections within our user communities to ensure service development is user centred and user led.

General

1. To undertake continuing professional development
2. To ensure compliance with relevant University policies and procedures
3. To undertake any other duties which may reasonably be required by the Librarian that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

This role may require occasionally working outside normal office hours, e.g. to support events or teaching commitments.

Academic Librarian portfolios may be subject to change to align with changes to the curriculum and/or University structures.

Special Conditions

It will be necessary to undertake some duties outside of traditional 'office hours' when there are events or evening teaching requiring support.

All staff have a statutory responsibility to take reasonable care of themselves, of others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Library Academic Experience Lead.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a library, information or teaching environment	1,3
	Experience of working in a customer service environment	1,3
	Experience of supporting learning and teaching or research	1,2,3
Skills and abilities	Able to design and deliver teaching sessions and workshops	1,2,3
	Able to develop online learning materials	1,2,3
	Able to design and deliver effective presentations to a range of audiences	1,2,3
	Excellent interpersonal skills and the ability to develop relationships with a range of stakeholders	1,3
	Strong team working skills and the ability to work collaboratively	1,3
	Excellent negotiation and influencing skills	1,3
	Excellent organisational, oral and written communication skills	1,3
	Agile approach, with the ability to efficiently handle and monitor varied workload and meet deadlines	1,3
	Able to plan, prioritise and work independently	1,3
	Show a flexible, enthusiastic and positive attitude	1,3
	Able to work with accuracy and attention to detail	1,3
	Excellent IT, information and data handling skills	1,3
	Knowledge and understanding of developments in learning, teaching and research and their impact on library services	1,3
Training	Ability to analyse qualitative and quantitative data	1,3
	Demonstrate evidence of having undertaken further training	1,3
	Commitment to learning and developing new skills	1,3
Qualifications	Degree or equivalent	1
	Relevant professional qualification	1
	Fellowship of the HEA or equivalent teaching qualification or willingness to achieve this once appointed	1
Equality and Diversity	A commitment to equity, diversity and inclusion with the ability to role model, adhere to and advocate the University's EDI policy	1,3
Other	Willingness to adhere to and support the University values	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of leading projects	1,3
	Experience of using learning technologies or educational software	1,3
Skills and abilities	Knowledge and understanding of the Higher Education environment	1,3

Conditions of Service

The position is PART TIME (0.8 FTE), PERMANENT. Salary will be on MANAGEMENT AND SPECIALIST GRADE MA6, £33,966- 44,263 per annum, pro-rata, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see

<http://www.lboro.ac.uk/services/hr/athena-swan/>