

ACADEMIC LIBRARIAN AND LIBRARY MANAGER (LONDON)

Job Ref: REQ250586

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The post manages the London campus library collection, space and service in collaboration with Loughborough University Library colleagues. It delivers learning, teaching and research support to the students and staff of Loughborough University London and acts as the main contact between Loughborough University London and University Library services in Loughborough.

Job Duties

Liaison

1. To establish, develop and maintain effective engagement and connection with staff and students to ensure appropriate resources and services sustain their information, teaching and research support needs.
2. To be the main point of contact for the London Library service, liaising with colleagues at the Library in Loughborough and with the wider team in London to ensure consistency of service and provision.
3. To maintain an up-to-date knowledge of course provision and research interests within Loughborough University London and to develop additional relationships and support as necessary.
4. To represent the Library at London campus meetings, acting as an advocate for the service and ensuring relevant developments are shared with appropriate colleagues in Loughborough.

Collection Management

1. To manage, review and develop the London Library collection in collaboration with University Library staff in Loughborough and in line with policy to ensure effective stewardship and sustainable collection development.
2. To work with staff and students to provide access to appropriate resources and support excellent scholarship.
3. To support London academic and professional services staff with the appropriate use of course materials, including use of the reading lists system, providing training as necessary.

Learning and Research Support

1. To design and deliver embedded information research skills teaching for taught course students as part of the curriculum, working with academic staff and other services as appropriate, to ensure consistent provision across Loughborough University London.
2. To deliver additional teaching sessions outside of the curriculum as appropriate, being responsive to local need.
3. To develop a variety of digital learning materials as needed to support the information research skills development of students and researchers.
4. To provide advice and support via an enquiry service in-person and online, in co-operation with other London

Library staff as well as colleagues in Loughborough.

5. To participate in the design, development, organisation and delivery of researcher development programmes and sessions for Loughborough University researchers in collaboration with other Library colleagues.
6. To provide advice and support to researchers and academic staff on matters relating to open research and scholarly communications, in collaboration with other Library service colleagues where appropriate.
7. To work with the English for Academic Purposes Tutor in London as well as relevant academic and professional services colleagues to provide support and training for students on matters relating to academic integrity.

Service Development

1. To work with teams in the Loughborough Library and London to develop and implement appropriate policies and procedures with support from other London Library staff.
2. To review and analyse data and other management information to suggest and implement service development where appropriate.
3. To participate in the evaluation and development of Library services both in London and Loughborough.
4. To lead and contribute to projects, working groups and participate in Library-wide developments and initiatives as required, ensuring that the needs of the London service are considered.

General

1. To ensure that the London Library space, environment and service is maintained and supervised through effective management of working patterns and duties amongst London Library staff.
2. To line-manage London Library staff, supervising and monitoring workload, providing training and support as necessary.
3. To ensure compliance with relevant University policies and procedures.
4. To undertake continuing professional development.
5. 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.

Special Conditions

It will be necessary to attend regular meetings at the Loughborough campus and 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, 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 Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Responsible to: Academic Experience Lead (based in the University Library in Loughborough) with an additional dotted-line report on the London campus to the Head of Operations.

Responsible for: Library Support Officer (London).

Person Specification

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 or information environment	1,3
	Experience of working in a customer service environment	1,3
	Experience of supporting learning and teaching or research	1,3
Skills and abilities	Strong team working skills and the ability to work collaboratively	1,3
	Excellent interpersonal skills and the ability to develop relationships with a range of stakeholders	1,3
	Excellent organisational, oral and written communication skills	1,2,3
	Able to work with agility to efficiently handle and monitor varied workload and meet deadlines	1,3
	Flexible, enthusiastic and positive attitude	1,3
	Able to plan, prioritise and work independently	1,3
	Able to work with accuracy and attention to detail	1,3
	Able to analyse qualitative and quantitative data	1,3
	Excellent IT and information handling skills	1,3
	Good presentation skills	1,2,3
	Able to design and deliver teaching sessions and workshops	1,3
	Knowledge and understanding of the Higher Education environment	1,2,3
	Knowledge and understanding of developments in learning and teaching, and research and their impact on library services	1,2,3
Training	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 equality and diversity 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 using learning technologies or educational software	1,3
	Experience of working with library collections	1,3
	Experience of leading projects	1,3

Skills and abilities	Working knowledge of Library Management Systems	1,3
	Knowledge and understanding of copyright issues	1,3

Conditions of Service

The position is FULL TIME, OPEN ENDED. Salary will be on MANAGEMENT AND SPECIALIST GRADE MA6, £35,116 - 45,413 per annum, plus a London weighting allowance of £3,606, 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 staff grades 6 and above, 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>.

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/>.