

## JOB DESCRIPTION

General Details	
Job title:	<b>Librarian</b>
Subject area:	Library & Learning Development
Base location:	Wembley
Area of the Institution:	Registry
Contract type:	Permanent
FTE:	1.0
Band:	7
Salary:	£34,933.09 to £40,611.48
Date prepared:	
People Relationships	
Reporting to:	Head of Department
Responsible for:	Assistant Librarian Study Skills Advisor

Job Purpose
<p>The role of the Library and Learning Development Department is a key one, working in tandem with the academic departments to support and enhance the experience and learning outcomes of UCFB students. Working to the Head of Department, each Librarian will be expected to utilise their skills and expertise to manage both the day to day library provision and continuously develop and enhance the Institution’s library services provision in support of student academic success and the Institution’s strategic development plans.</p>
Main activities
<p>Areas of management and leadership responsibility and accountability include but are not limited to those outlined below:</p> <ol style="list-style-type: none"> <li>1. Work in collaboration with the other departmental Librarians based at all campus sites and the Deputy Dean, Learning &amp; Development to deputise as appropriate for the Head of Department.</li> <li>2. Work with the other departmental Librarians and the Deputy Dean, Learning &amp; Development to contribute to: <ul style="list-style-type: none"> <li>• the development of high quality and effective departmental annual operating/service delivery plans and priorities for the delivery of Library services</li> <li>• maintaining parity of service provision across all campus sites and high quality and effective Library services are delivered at the appropriate point in the academic cycle/student journey</li> </ul> </li> </ol>

- the development and maintenance of relevant policies and procedures to ensure that the Library services are of a high quality and are delivered in line with Department and Institution strategic aims, SLAs and KPIs
- 3. Line Management of the Library team including the Assistant Librarian and Study Skills Advisors.
- 4. Represent the Institution Library Service at Academic Briefings, other appropriate internal and external working groups, committees and external professional events and forums.
- 5. Overall management of the Library and the day-to-day Library service provision. Including but not limited to:
  - ensuring the provision of a comprehensive, high quality and flexible HE Library service
  - management of the Library resources e.g. the Library's book collection and other hard copy resources and, the Library's e-resources and subscriptions
  - ensuring that all appropriate copyright and academic licencing requirements are met / adhered to
  - management of the Library physical and study spaces
  - providing a Library and Library service orientated advice service to the student community and the academic teams, to maximise engagement with and value gained from the services and facilities available
- 6. Actively develop and promote the services on offer from the Library and the wider department to internal stakeholders including but not limited to:
  - the development and hosting of library events to increase student engagement
  - provision of library inductions, information skills training and tours for students and staff e.g.:
    - o In-class provision of induction and information skills training
    - o Student and staff one-to-ones
    - o Workshop delivery
    - o Group session delivery
    - o Extended hours support for online students

- acting as the key liaison point for academic staff including provision of advice, guidance and training as required on:
  - o Learning resources to support modules or courses
  - o Specialist resource availability and/or use
- 7. Actively and proactively provide expert advice to academic teams during key course and course development activities including:
  - New course and module development
  - Internal and external subject reviews
  - Validation and revalidation
  - Professional accreditation reviews
- 8. Content creation and management of the Library's Moodle pages, liaising with the IT team as appropriate to ensure that Library content is kept up to date, accessible and engaging.
- 9. Work in collaboration with the Deputy Dean, Learning & Development to expand the range of traditional and innovative Library, Academic and Study Skills orientated support programmes and materials available to the student community.
- 10. Build strong collaborative relationships with key internal and external stakeholders paying particular attention to Academic Staff, the Institution's Student Community, validating partner/s Library colleagues and, colleagues within other UK and International HE institutions Library services.
- 11. Lead and / or contribute to the development and delivery of strategic projects in support of the Departments and Institution's strategic aims with a particular focus on initiatives to enhance the services provided by / overseen by the Employability & Career Planning Department.
- 12. Support as required the delivery of Departmental milestone activities/events e.g. Open days, outreach events, enrolment, inductions, library and study skills workshops and drop-ins.
- 13. To undertake appropriate staff development and professional training in line with the business objectives of UCFB.
- 14. To work within the policies of Health and Safety and Equal Opportunities.
- 15. To work flexibly and responsibly and undertake any other duties relevant to the level of the post.

Key Stakeholder Relationships	
Internal:	<p>Head of Department</p> <p>Library colleagues</p> <p>Deputy Dean, Learning &amp; Development</p> <p>Academic colleagues (cross campus)</p> <p>Student communities (cross campus)</p> <p>Colleagues from the Student Support and Employability &amp; Career Planning Departments</p> <p>Technology &amp; Change Team</p> <p>Other UCFB academic and professional services colleagues at all levels (cross campus)</p>
External:	<p>Validating Partners</p> <p>Colleagues working in Library services across the wider HE sector</p> <p>External companies and providers of Library linked services and products</p> <p>Professional standards and regulating bodies (as appropriate to the remit of the Library &amp; Learning Development Department)</p>

## Person Specification

<b>HEI:</b> UCFB		<b>Location:</b> Wembley (some travel between sites will be expected)	
<b>Department:</b> Library & Learning Development		<b>Responsible to:</b> Head of Department	
REQUIREMENTS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT*
<b>1. Qualifications &amp; Training</b>	<p>First degree (honours) or equivalent experience in a relevant field</p> <p>Relevant additional professional qualifications</p>	<p>Membership or Fellowship of relevant professional associations (e.g. AHEP, CILIP, CMI, ILM)</p>	1,2,4
<b>2. Previous Work Experience</b>	<p>Line management experience</p> <p>Considerable and demonstrable experience of developing and managing of Libraries and Learning Resource services within the UK Higher Education sector</p> <p>Experience of working within a fast paced and high pressure team environment</p> <p>Detailed knowledge and understanding of the regulations governing the provision of academic &amp; study skills support and services in HE</p> <p>Knowledge and understanding of the QAA Quality Code and how it informs the work of the Department</p> <p>Knowledge of copyright laws and compliance requirements</p> <p>Experience of using a range of Library specific IT systems</p> <p>Experience of actively contributing to appropriate external networks relevant to this post</p>	<p>Experience working successfully with academic colleagues in the areas of curriculum design and delivery and/or (re)validation activities</p> <p>Understanding of the issues and challenges facing small, specialist Institutions and Higher Education providers</p> <p>Experience of using student information systems, preferably Tribal EBS and / or Tribal SITS</p>	1,2,4

<p><b>3. Specific Knowledge/ Skills/ Abilities Required</b></p>	<p>Excellent interpersonal skills including high levels of competency linked to:</p> <ul style="list-style-type: none"> <li>• effective communication and articulation</li> <li>• empathy and openness</li> <li>• team working and collaboration</li> </ul> <p>Demonstrable skill in working and interacting successfully and positively with a community of students, many of whom may be unfamiliar with the opportunities provided by Library and Learning Resources</p> <p>Demonstrable competencies in the creation and delivery of high quality documentation / presentations and skills training sessions etc. in an engaging and audience appropriate formats</p> <p>Well-developed skills associated with:</p> <ul style="list-style-type: none"> <li>• problem identification, articulation and resolution</li> <li>• use of judgement in complex situations</li> <li>• critical and innovative thinking</li> <li>• attention to detail</li> </ul>	<p>Well-developed data analysis skills</p>	<p>1,2,3,4, 5 (via probation period)</p>
<p><b>4. Motivation/ Attitude</b></p>	<p>Professional approach to work</p> <p>Reliable</p> <p>Organisational Skills</p> <p>Flexibility</p> <p>Excellent interpersonal skills</p>		<p>2, 5 (via probation period)</p>
<p><b>5. UCFB/Values</b></p>	<p>Fair play for all</p>		<p>2, 5 (via probation period)</p>

	One team united around sports education  Bringing your best game		
<b>*1=Application Form; 2=Interview; 3=Test/Presentation; 4=Documentary Evidence; 5=Other</b>			