

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Librarian (Access and Inclusion) **Grade:** G3

Accountable to: Discovery Librarian **Salary :** £28,839 - £35,205

Department: Library Services **Location:** One primary location as designated

Section: Resources & Systems

Contract Length: Permanent **Hours per week:** 17.5 (0.5 FTE) **Weeks per year:** 52

Purpose of Job:

To contribute to the development, delivery and exploitation of high quality and customer-focused library services at the University of the Arts London (UAL). To support the learning, teaching and research activities of its Colleges, by providing service wide co-ordinated support for access to resources, collections and services for students with disabilities. The postholder will have specific responsibility for coordinating work within Library Services related to access and inclusion, in particular the provision of alternative format material.

Main Duties and Responsibilities:

1. Co-ordinate the acquisition, management, dissemination and storage processes for texts in a range of formats which are required by students with a disability; maintain records as required; and develop and record effective workflows. Liaise with publishers, scanning services, library staff and other bodies as required.
2. Train and assist library staff in the creation and provision of accessible documents.
3. Train library staff to provide texts in alternative formats; assist and promote an understanding of why it is necessary.
4. Liaise with Academic Support librarians and other library staff over the provision and use of assistive software.
5. Support and guide accessible and inclusive provision within Library Services by acting as a conduit for information and the sharing of best practice in promoting and enabling access to resources, systems, collections and services for UAL's diverse student communities.
6. Attend and contribute to appropriate Groups, reporting back and progressing library related actions.
7. Liaise with other departments of the University that contribute to delivering UAL's access and inclusion agenda. This will include acting as a point of contact for Library Services staff with the University Disability Service, and the I.T Assistive Technology Coordinator.
8. Maintain an active engagement with legislative and other developments relating to disability and access and inclusion issues. Disseminate information as required.
9. Co-ordinate and undertake access audits across library spaces.
10. Be aware of copyright legislation as it relates to disability and disseminate this as required. Participate in the copyright Community of practice with particular reference to copyright as it relates to disabled staff and students; liaise with the Assistant Librarian (subscriptions and copyright licensing) as required.
11. Attend and contribute to internal and external events, locally and nationally, that would inform and promote Library Services policies regarding accessibility and inclusivity.
12. Participate in, and support other Library Services activities including academic support activities such as induction and information and research skills programmes, bibliographic services, systems, e-resources and serials functions to enable access, for example by producing library

- guides or providing metadata.
13. Supervise staff as designated.
 14. Contribute to and participate in the activities of the Library Services Team as required and participate in Library Services projects and activities as required, including Task and Finish groups and involvement in project teams.
 15. Contribute to and promote Library Services policies and procedures.
 16. Manage designated budgets as appropriate.

In addition the post holder will be expected to:

17. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
18. Undertake health and safety duties and responsibilities appropriate to the role.
19. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
20. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
21. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
22. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
23. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Library users with disabilities, and their support staff.
- Discovery Librarian
- Library Services colleagues
- I.T Assistive Technology Coordinator
- Other University departments and teams that support specific student communities e.g. University Disability Service.
- External community of librarians specialising in access and inclusion work.

Resources Managed:

Budgets: Small budget (e.g. £1,000-2,000) to provide alternative format materials; Influencing wider spend to improve accessibility in the libraries.

Staff: None

Other: None

Signed _____ Date of last review _____
(Recruiting Manager)

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Either a degree in Library and Information Studies or equivalent, or a degree in any subject plus a postgraduate qualification in Library and Information Studies or equivalent, as relevant to the post. • have knowledge or experience of the following technologies: <ul style="list-style-type: none"> - MS Office - Adobe: creation of accessible PDFs - Moodle or other VLE - Assistive technology e.g. text to speech, mindmaps - Library Management Systems • Demonstrated commitment to own professional development, which may include effective use of appraisal schemes and staff development processes. • Interest in the subject areas of UAL.
Relevant Experience	<ul style="list-style-type: none"> • Relevant experience within an academic environment or equivalent. • Experience of customer-focused service delivery and awareness of how principles of access and inclusion apply to library services. • Experience or awareness of working with disabled customers • Experience or knowledge of administering a budget.
Communication Skills	<p>Communicates effectively orally, in writing and using visual media</p> <p>Able to provide clear guidance using various communication channels</p>
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching & Learning	Effectively delivers basic training or briefings to support understanding or learning
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problem

