

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Materials and Products Co-ordinator Grade: 3

Accountable to: Academic Support Librarian Salary £28,839 - £35,205 pa

Department: Library Services Location: Central St Martins and London

College of Fashion

Section: Library Services - Academic Services

Contract Length: Hours per week: Weeks per year:

Purpose of Job:

To assist in the development, organization, management and exploitation of the Library services of the UAL. The post holder will support and assist both staff and students by providing an organisational base for knowledge of materials, sourcing materials, maintaining the currency of and promoting the materials and products collection

Main Duties and Responsibilities:

Duties and responsibilities

- Engaging in proactive research in the field of materials, products and new suppliers in order to maintain and develop the collection on a continuous basis and to inform the work of academic, technical and library staff and students
- 2. Supervising and supporting students' use of the material and products collection and dealing with enquiries from staff, students and external partners
- 3. Assisting students and staff in sourcing materials and products using directories, including Internet and other electronic resources searching
- 4. Liaising with course teams to disseminate information related to the collection and to respond to requests regarding the collection
- 5. Assisting with the promotion of materials to encourage effective use of resources and services
- Participating in the planning and delivery of the induction and information skills programme in consultation with senior staff and providing tailored learning support for specific courses on request
- 7. Contacting companies to acquire current materials, information and catalogues
- 8. Maintaining the database of companies and products
- 9. Attending trade fairs and exhibitions as appropriate to the post and networking with industry contacts to maintain the currency of the collection and acquire relevant materials
- 10. Preparing samples for display
- 11. Keeping the collection tidy
- 12. Managing the budget for and purchasing materials, samples and texts for the collection in compliance with UAL financial procedures
- 13. Helping to maintain Library Services policy on user's rights and responsibilities

14. Participating in Library Services wide projects and activities as required

In addition the post holder will be expected to:

- 1. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- 2. Undertake health and safety duties and responsibilities appropriate to the post
- 3. Demonstrate a commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post
- 4. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- 5. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 2022)
- 6. To 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
- 7. To 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
- 8. To 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 Services managers
- Information Services colleagues
- UAL Academic staff
- Students
- External and industry partners

Resources I	Managed:
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S	Budgets: Materials and Products Staff: Other	
Signe	d	Date of last review
	(Recruiting Manager)	

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Person Specification	
Specialist Knowledge/ Qualifications	Relevant qualification in any undergraduate discipline. The following would be desirable: Design, Materials science or Librarianship.
Relevant Experience	Knowledge of materials technology, materials research or trade information.
Communication Skills	Ability to provide routine oral and written information clearly and concisely and to understand and explain technical terms commonly in use in own area of work.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to supports excellent teaching, pedagogy and inclusivity
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. Involvement in internal or external networks, ensuring that accurate information is passed onto the most appropriate people in a timely fashion to improve working practices, including liaising with course teams and networking with industry contacts
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 problems

Last updated: January 2019