

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Assistant Academic Support Librarian

**Grade:** 3

**Accountable to:** Academic Support Librarian

**Salary :** £28,274 - £34,515

**Department:** Library Services

**Location:** Primary location: Chelsea

**Section:** Library Services – Academic Services

**Contract Length:** Permanent

**Hours per week:** 35

**Weeks per year:** 52

**Purpose of Job:**

To assist in the development, delivery and exploitation of high quality and customer-focused library services at the University of the Arts London (UAL), which support the learning, teaching and research activities of its Colleges, by providing support for effective academic liaison, collection development and learning support for specified courses/programmes of study and participating in promoting and enabling access to resources, collections and services.

**Main Duties and Responsibilities:**

1. Assist with information dissemination and the provision of enquiry services, including roaming support as needed. Promote services and contribute to the development of learning materials which encourage effective use of resources and services.
2. Provide support for designated programme of study/course(s) through effective academic liaison. This will require developing subject knowledge appropriate to the University and possible participation in course development, validations and quality assurance activities in liaison with senior staff. This will also include participating at course committees and establishing effective working relationships with academic and other staff responsible for curriculum development and the delivery of courses.
3. Assist with the delivery of learning support, including induction, information and research skills programmes, in liaison with senior staff.
4. Assist with collection development for designated programme of study/course(s) and support access to collections, including stock organisation, selection, development and maintenance through involvement in curriculum planning and development, in liaison with Resources & Systems. This may involve responsibility for a relevant budget.
5. Participate in reader services including registration, leavers, defaulters, inter-library loans, reservations and training as required.
6. Participate in the development and use of information technology including delivery of electronic information, the maintenance and development of the Library Services web-pages, and contribute to University web pages and external web gateways such as appropriate.
7. Supervise specified staff as directed by the Learning Resources Manager and Assistant Learning Resources Manager.
8. Represent Library Services at College meetings as required and attend internal UAL meetings as directed.
9. Uphold Library Services policies and procedures.
10. Manage designated budgets, as appropriate.
11. Contribute to and participate in the activities of the Library Services team and participate in Information Services projects and activities as required, including Task and Finish groups and involvement in project teams.

**In addition the post holder will be expected to:**

12. Perform such duties consistent with your role as may from time to time be assigned to you

anywhere within the University.

13. Undertake health and safety duties and responsibilities appropriate to the role.
14. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
15. 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.
16. 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.
17. 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 partners e.g. suppliers

**Resources Managed:**

Budgets:

Staff:

Other

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title:**

**Grade: 3**

**Person Specification**

Specialist Knowledge/ Qualifications	A degree in Library and Information Management or equivalent, as relevant to the post, at Graduate or Postgraduate level
Relevant Experience	Experience in a Library or equivalent environment, as relevant to the post
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
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
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:** March 2015