

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Weekend Librarian

Grade: 4

Accountable to: Assistant Learning Resources
Manager

Salary: £36,532.00 - £44,865.00 per annum (pro
rata)

Department: Education

Location: London College of Fashion

Section: Library Services

Contract Length: Fixed term **Hours per week:** see advert **Weeks per year:** see advert

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), which support the learning, teaching and research activities of its Colleges. In particular specific responsibility for the delivery of services at the weekend.

Main Duties and Responsibilities:

1. To lead a team of Library Services staff to ensure the effective delivery of services at weekends.
2. Contribute to the delivery of learning support and promote resources and services.
3. Maintain an active engagement with developments in teaching and learning within the University of the Arts London, and the FE/HE sectors.
4. Participate in information dissemination and provision of enquiry services, including roaming support and involvement in virtual enquiry services as needed.
5. Contribute to stock organization, maintenance and promotion in liaison with the weekday team.
6. Co-ordinate customer services including registration, leavers, defaulters, inter-library loans and reservations, and the production of statistics as required.
7. Contribute to 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 as appropriate.
8. Line manage specified staff. This will include involvement in staff recruitment, the delivery of induction programmes for new staff, management of probation and staff planning review and appraisals (PRAs).
9. Contribute to and participate in the activities of the Library Services team and participate in Information Services projects or activities as required, including Task and Finish groups and involvement in project teams.
10. Represent Library Services at internal and external meetings as required.
11. Contribute to and promote Library Services policies and procedures.

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. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto
16. 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.
17. 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.
18. 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
- Library Services colleagues
- UAL Academic staff
- Students
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Resources Managed:

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Person Specification	
Specialist Knowledge/ Qualifications	We are looking for someone with a degree level qualification and relevant work experience. A recognised library qualification or relevant experience in other education or information roles and related disciplines is desirable (e.g. CILIP accreditation, non-academic library or archives experience, NVQs or apprenticeship, library or teaching postgraduate cert/dip/MA/MSC).
Relevant Experience	Experience in supervision or management of staff and services 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	Motivates and leads a team effectively, setting clear objectives to manage performance.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
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	Builds and maintains positive relationships with students or customers.
Creativity, Innovation and Problem Solving	

	Uses initiative or creativity to resolve problems
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