ual: university of the arts london

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Academic Support Librarian. **Grade:** 4

Accountable to: Assistant Learning Resources Manager **Salary** £34,943 - £42,914

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

Section: Library Services – Academic Services

Contract Length: Permanent **Hours per week:** 35 **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), which support the learning, teaching and research activities of its Colleges by being responsible for effective academic liaison, collection development and learning support for specified courses/programmes of study and actively promoting access to resources, collections and services.

Main Duties and Responsibilities:

1. Support a specified programme of study /course(s) through effective academic liaison. This will require developing subject knowledge appropriate to the designated programme of study/course(s) and participation in course development, validations and quality assurance activities. 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.
2. Co-ordinate the delivery of learning support, particularly the development and delivery of induction, information and research skills programmes in liaison with senior staff. This will also include promoting 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, and evaluate and report on new approaches to improve the quality and delivery of learning support in Information Services, in liaison with senior staff.
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 through involvement in curriculum planning and development and through stock selection for designated programme of study/course(s) in liaison with the Resources & Systems team. This will include responsibility for a relevant budget as required.
6. Contribute to including registration, leavers, defaulters, inter-library loans and reservations, and the production of statistics in liaison with the Assistant Learning Resources Manager and the Resources & Systems team 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. Support the Library Management System (LMS) locally and contribute to the development of this system as directed by the Resources and Systems Team.
9. 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).
10. 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.
11. Represent Library Services at internal and external meetings as required.
12. Contribute to and promote Library Services policies and procedures.

In addition the post holder will be expected to:

13. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
14. Undertake health and safety duties and responsibilities appropriate to the role.
15. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
16. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
17. 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.
18. 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.
19. 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 (e.g. accommodation; equipment):

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 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