

## JOB DESCRIPTION

General Details	
Job title:	<b>Assistant Librarian</b>
Subject area:	Library & Learning Development
Base location:	Wembley
Area of the Institution:	Registry
Contract type:	Permanent
FTE:	1.0
Band:	6
Salary:	£28,245.30 – £35,148.36
Date prepared:	
People Relationships	
Reporting to:	Librarian
Responsible for:	N/A

### Job Purpose

The role of the Library and Learning Development Department is a key one, working in tandem with the academic departments to support and enhance the experience and learning outcomes of UCFB students. Working to the Librarian, each Assistant Librarian will be expected to utilise their skills and expertise to act as first point of Library and Learning Resources contact and enquiry support across a designated campus(both virtually/electronically and within the physical Library spaces)

Under the guidance of the Institution Librarian actively and pro-actively contribute to all activities and duties needed to ensure the successful delivery of the Departments Library service provision across a designated campus

### Main activities

Areas of operational responsibility include but are not limited to those outlined below:

1. Work collaboratively with all members of the Library and Learning Development Department to deliver the Departments first point of contact / front-line enquiry and advice service. Ensuring that:
  - all enquiries are prioritised appropriately and responded to in a supportive, inclusive and professional manner and in-line with the departmental policy and processes
  - all enquiry communication, inboxes and / or other appropriate notes are accurately entered onto the Institution student records management system
2. Provide a student-facing/customer service role in the physical library space including, when necessary, dealing with sensitive, confidential and personal student-related matters by signposting and referring appropriately to relevant information sources and specialist services

3. Support the day to day provision of the Departments comprehensive, high quality and flexible HE Library service, including but not limited to:
  - a. providing a Library and Library service orientated advice service for the student community to maximise their engagement with and benefit from the Institution's Library provision
  - b. providing a Library and Library service orientated advice service for academic staff including provision of advice, guidance and training if required on the general and specialist resources available to support academic modules and programmes and academic research activities
  - c. assisting the Librarian in maintaining the Library Management System and developing the Library's classification system to ensure the collection is accessible to all
  - d. circulation services and maintenance including:
    - Issuing books to and returning books from students and staff
    - Shelving books and tidying physical books and library space
    - Managing e-resources and subscriptions
  - e. contributing to the management and upkeep of tidy and well-maintained library spaces, study environments, library supplies and general building maintenance
  - f. ensuring that all appropriate copyright and academic licencing requirements are met / adhered to
  - g. supporting and contributing to Library events/activities designed to support student engagement including:
    - in-class provision of induction and information skills training
    - student and staff one-to-ones
    - workshop delivery
    - group session delivery
    - extended hours support for online students
4. Actively support the development promotion of the services on offer from the Library, and the wider department, to internal and external stakeholders including but not limited to:
  - contributing to student induction programmes, guides, library tours and any other activities associated with promoting the library and its services
  - championing the Library service to
    - prospective students and external visitors to the study hub
    - new and returning students during inductions and Freshers' week
    - academic staff and other Institution colleagues cross-campus and cross-departmentally
  - leading on the organisation of Library awareness campaigns, competitions and other stakeholder engagement projects as requested by the Librarian or Head of Department
5. As appropriate to the function of Library Services support the development and delivery of induction programmes and in-class / on-line tutorials, training seminars and/or lectures and, one to one or group study support for students and staff on a range of topics
6. Support and develop the library virtual/online presence including:

- content creation and updating of the Library's Moodle pages
  - running the Library social media accounts
  - content creation and updating of the Library's Moodle pages to ensure that content is kept up to date, accessible and engaging
7. Generate monthly Library loan statistics through Liberty for Wembley and Etihad Campus (staff and students)
  8. Build strong collaborative relationships with key internal and external stakeholders paying particular attention to Academic Staff, the Institution's Student Community, validating partner/s Library colleagues and, colleagues within other UK and International HE institutions Library services
  9. Contribute to the development and delivery of strategic projects in support of the Departments and Institution's strategic aims with a particular focus on initiatives to enhance the services provided by / overseen by the Department
  10. Support as required the delivery of Departmental milestone activities/events e.g. Open days, outreach events, enrolment, inductions, library and study skills workshops and drop-ins
  11. To undertake appropriate staff development and professional training in line with the business objectives of UCFB
  12. To work within the policies of Health and Safety and Equal Opportunities
  13. To work flexibly and responsibly and undertake any other duties relevant to the level of the post

#### Key Stakeholder Relationships

Internal:	<p>Head of Department</p> <p>Library colleagues</p> <p>Academic colleagues (cross campus)</p> <p>Student communities (cross campus)</p> <p>Colleagues from the Student Support and Employability &amp; Career Planning Departments</p> <p>Technology &amp; Change Team</p> <p>Other UCFB academic and professional services colleagues at all levels (cross campus)</p>
External:	<p>Validating Partners</p> <p>Colleagues working in Library services across the wider HE sector</p> <p>External companies and providers of Library linked services and products</p> <p>Professional standards and regulating bodies (as appropriate to the remit of the Library &amp; Learning Development Department)</p>

Person Specification			
<b>HEI:</b> UCFB		<b>Location:</b> Wembley (some travel between sites will be expected)	
<b>Department:</b> Library & Learning Development		<b>Responsible to:</b> Librarian	
REQUIREMENTS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT*
<b>1. Qualifications &amp; Training</b>	First degree (honours) or equivalent experience in a relevant field  Relevant additional professional qualifications	Membership or Fellowship of relevant professional associations (e.g. AHEP, CILIP, CMI, ILM)	1,2,4
<b>2. Previous Work Experience</b>	Knowledge and demonstrable experience of day-to-day service provision within a Libraries and Learning Resource services within the UK Higher Education sector  Knowledge and understanding of the regulations governing the provision of academic & study skills support and services in HE  Knowledge of copyright laws and compliance requirements  Experience of using a range of Library specific IT systems	Experience of maintaining and creating Library related content for online/virtual platforms  Experience of working within a fast paced and high-pressure team environment  Experience of actively contributing to appropriate external networks relevant to this post  Knowledge and understanding of the regulations governing the provision of Library and Learning Development services in HE  Experience of using student information systems, preferably Tribal EBS and /or Tribal SITS	1,2,4
<b>3. Specific Knowledge/ Skills/ Abilities Required</b>	Well-developed interpersonal skills including high levels of competency linked to: <ul style="list-style-type: none"> <li>• effective communication and articulation</li> <li>• empathy and openness</li> <li>• team working and collaboration</li> </ul> Demonstrable skill in working and interacting	Demonstrable competencies in the creation and delivery of high quality documentation / presentations and skills training sessions etc. in an engaging and audience appropriate formats	1,2,3,4, 5 (via probation period)

	<p>successfully and positively with a community of students, many of whom may be unfamiliar with the opportunities provided by Library and Learning Resources</p> <p>Well-developed skills associated with:</p> <ul style="list-style-type: none"> <li>• problem identification, articulation and resolution</li> <li>• use of judgement in complex situations</li> <li>• critical and innovative thinking</li> <li>• attention to detail</li> </ul> <p>Well-developed data analysis skills</p> <p>Well-developed IT skills which must encompass the:</p> <ul style="list-style-type: none"> <li>• full MS Office suite ability to quickly adapt to using new systems and software</li> </ul>		
<b>4. Motivation/Attitude</b>	<p>Professional approach to work</p> <p>Reliable</p> <p>Organisational Skills</p> <p>Flexibility</p> <p>Excellent interpersonal skills</p>		2, 5 (via probation period)
<b>5. UCFB/Values</b>	<p>Fair play for all</p> <p>One team united around sports education</p> <p>Bringing your best game</p>		2, 5 (via probation period)
<b>*1=Application Form; 2=Interview; 3=Test/Presentation; 4=Documentary Evidence; 5=Other</b>			

