



UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Academic Subject Librarian				
DEPARTMENT	The Library				
LOCATION	Brayford				
JOB NUMBER	LR2068	GRADE	6	DATE	August 2016
REPORTS TO	Assistant Director: Academic Engagement				

CONTEXT

The Library sits at the heart of the University, underpinning teaching, learning and research, by providing access to a wide range of information resources, supported by staff expertise to enable students to maximise their learning opportunities.

The Library is a key academic support department in the University, providing students and staff with flexible, responsive services which underpin teaching, learning and research.

The post-holder will work as part of the Academic Engagement Team.

JOB PURPOSE

To manage the delivery of library services in support of learning, teaching and research activities.

To provide effective support for specific Colleges and Schools.

To contribute to team activities that provide generic library support for academics, researchers and students.

To provide specialist academic subject librarian support for staff and students and to support the continued advancement of the distance learning experience.

KEY RESPONSIBILITIES

Service Delivery

Manage, develop and deliver library services, including those offered in person, online and by telephone, to ensure that students receive effective and efficient customer service:

- Deliver efficient and effective services to users, meeting or exceeding agreed standards and support the continued advancement of the distance learning experience.
- Develop, document and maintain appropriate library operational policies and procedures for the Brayford campus.
- Continuously review procedures to ensure consistency with the University Library, while continuing to maximise user satisfaction.

Academic Engagement and Relationship Management

Establish and maintain relationships with academics in Colleges and Schools:

- Develop knowledge in relevant areas, including developments in teaching pedagogies, learning and research, to inform the provision of library resources and services.
- Collaborate with students to enhance the student experience.
- Liaise with the Assistant Director to set and achieve appropriate service standards.

Analysis and Research

Use information gained from researching and analysing best practice in the sector to ensure that the specialist requirements of distance learners are met.

Teaching, Learning and Research Support

Provide specialist library support for the learning, teaching and research activities of University Colleges and Schools at the Brayford Campus.

- Contribute to the creation of online and print support materials to support the continued advancement of the distance learning experience.
- Participate in quality activities associated with the specified curriculum areas and ensure that the provision of the relevant library resources is developed to meet the requirements of the University's quality agenda and those of relevant external bodies.
- Provide specialist support to researches, such as help with literature searches and bibliometric analysis.
- Participate in quality activities associated with the Colleges and Schools and ensure that the provision of the relevant library resources is developed to meet the requirements of the University's quality agenda and those of relevant external bodies.

Information Literacy and Digital Literacy Programmes

Ensure that the information needs of undergraduate and postgraduate students are met, through the provision of lectures, workshops and one-to-ones, particularly with regard to the use of on-line resources, Blackboard, and the acquisition of the research skills required by distance learners.

Contribute to generic information and study skills support, through participation in the Library's Learning Development programme.

Planning and Organising Resources

Contribute to departmental collection management by developing and maintaining current and relevant print and digital collections to support learning, teaching and research in Colleges and Schools.

Work with academics to create and maintain online reading lists.

Team Projects

Contribute to University Library team projects, such as the creation of on-line learning objects to support undergraduate and postgraduate students.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The details above are not a comprehensive list of the activities which may be carried out by the post-holder, and activities may change (appropriate to the post) as a result of developments and changes in the department or services.

The Library supports and encourages the training and development of its staff, therefore participation in appropriate training and development activities is a requirement of this post.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Assistant Director: Academic Engagement• Library staff• Students, academics and researchers• Educational Development and Enhancement Unit• University Research Office	<ul style="list-style-type: none">• Professional bodies (e.g. Chartered Institute of Library and Information Professionals)• East Midlands academic libraries.



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
First degree or equivalent	E	A
Information management qualification or significant experience at equivalence to professional level	E	A
Fellowship of the Higher Education Academy	D	A
Experience:		
Experience of working in academic libraries	E	A/I
Experience of working in a busy customer services environment	E	A/I
Experience of supporting learning	E	A/I
Experience of supporting the information requirements of a specific curriculum area in a higher education environment	E	A/I
Experience of speaking before groups and leading training sessions	E	A/I
Experience of project work	E	A/I
Skills and Knowledge:		
Excellent interpersonal and communication skills, both written and verbal	E	A/I
Good computer skills e.g. Microsoft applications and internet skills	E	A/I
Excellent ability to find and handle information sources	E	A/I
Good customer care skills	E	A/I
Experience of contributing to team projects	E	A/I
Competencies and Personal Attributes:		
Good team player	E	A/I
Ability to work using own initiative	E	I
Highly motivated	E	I
Commitment and a proactive approach to the provision of high quality services	E	I
Commitment to participation in external professional activities e.g. Networks and events for librarians	D	A/I
Commitment to personal development	E	I
Business Requirements:		
There may be the need for occasional evening or weekend working	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	NS	HRBA	HDR
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