



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Academic Subject Librarian				
DEPARTMENT	The Library				
LOCATION	Brayford				
JOB NUMBER	LR4123	GRADE	6	DATE	July 2021
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.

This post will work as part of the team in the Biomedical and Health Sciences Library, providing specialist library support for students, academics and researchers. Academic Subject Librarians contribute to the Library's learning development programmes and collaborate with colleagues across the university.

The post-holder will also work as part of the wider Subject Librarian Team and reports to the Assistant Director: Academic Engagement.

This post is 18.5 hours per week, fixed term for 12 months. Days and working times to be arranged.

JOB PURPOSE

To provide effective support for Biomedical and Health Sciences curriculum areas.

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

To provide specialist Academic Subject Librarian support for staff, students and researchers.

To support/manage the Library's relationship with specific schools within the Colleges of Science and Social Science.

KEY RESPONSIBILITIES

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 and advise on 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 your subjects 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 student experience.
- Participate in quality activities associated with the specified curriculum areas, 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.
- Provide specialist support to researchers.
- Gather evidence of impact of services and look for ways to continuously improve the services offered to staff and students.

Information Literacy and Digital Literacy Programmes

Ensure that the information needs of undergraduate and postgraduate students are met, through the provision of in-person and online lectures, workshops and one-to-ones, particularly with regard to the use of on-line resources.

Contribute to generic information and study skills support, through active 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, in line with the Library Collection Management Policy.

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">• University Librarian; Assistant Directors and Senior Subject Librarians• ASL team colleagues• BioMedical and Health Sciences Library Customer Service Team• Students, academics and researchers• Library staff• Lincoln Academy of Learning and Teaching (LALT)	<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**

JOB TITLE	Academic Subject Librarian	JOB NUMBER	LR4123
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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	D	A/I
Experience of speaking before groups and leading training sessions	E	A/I
Experience of project work	D	A/I
Skills and Knowledge:		
Excellent interpersonal and communication skills, both written and verbal, including influencing and negotiating skills	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
Excellent customer care and relationship management skills	E	A/I
Experience of contributing to team projects	D	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	EM	HRBP	HDR
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