

## Job Description

### General Details

Job title:	Research and Digital Resources Librarian (LIB16/02)
School/Service:	Libraries
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 7

### Job Purpose

- The provision, discoverability and preservation of resources and materials for teaching and learning across the University via the library's resource discovery services.
- Facilitate the curation and delivery of essential online library resources to support on-campus and out-reach students.
- Engage with the University's learning, teaching and research communities to promote and advise on library resource collections.
- To identify and forecast innovation in the academic information landscape and to lead projects designed to maintain and preserve the library's digital and online collections.
- To manage the library support of the University's research community with special respect to the dissemination of output via the University's Institutional Repository.

### Relationships

Reporting to:	Learning and Information Services Manager
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### Main Activities

- To ensure the University Institutional repository (STORE) meets the requirements of the University's Research strategy
- To develop and manage library workflows for depositing the University's research output in STORE
- Provide leadership and support on research policy compliance with regard to the Research Excellence Framework and subsequent UK research assessment exercises.
- To design, initiate, influence and participate in a range of digital services and activities to support the teaching, learning, research and consultancy activities of the University
- To undertake formal liaison and work with academic staff; including learning opportunities, learning resource development and allocation, technology supported learning, information and IT literacies, new course development, quality assurance and evaluation activities
- To represent and promote the role of digital services across the University and in relevant boards, committees and similar meetings and events as required
- To contribute to learning, teaching and research across the institution

- h) To undertake a full range of teaching, briefings, seminars and workshops as required in support of learning, teaching and research and to evaluate the effectiveness of these activities
- i) Provide support for all staff and students on new and emerging learning technologies
- j) Explore, implement and support new technologies and methodologies to enhance access to resources and to support learning
- k) To produce specialist learning support materials, guides and resources in all appropriate formats
- l) To undertake teaching, information and research activities for external fee paying clients as required
- m) To provide outreach, partnership and collaboration and exchange with partners, individuals, companies and organisations locally, nationally and internationally for strategic and service benefit
- n) To use appropriate performance measurement and assessment methods to monitor and enhance the service
- o) To undertake continuous personal development and knowledge exchange, particularly to maintain current awareness of relevant issues for the role
- p) To develop and maintain current awareness and provide information on all aspects of copyright, intellectual property, digital rights and electronic copyright
- q) To provide a comprehensive enquiry service, using all appropriate methods as required and to play an active role in the maintenance and development of the service
- r) To administer relevant learning resource allocations and collection development in liaison with Manage effectively Library Services budgets assigned to you (this will include the planning and authorisation of expenditure) on behalf of schools and digital services
- s) Maintain current awareness in new and emerging technologies, librarianship, instructional design, pedagogy and sectoral developments
- t) Active participation as a member of working groups and teams across digital services and the University to develop/implement policies and procedures, facilitate decision-making, resolve problems, and implement assigned projects
- u) Provide effective, efficient and improving services that meet customer needs
- v) Generate funding through bidding, grant and foundation proposals
- w) Be responsible for collaborating with service and information providers as appropriate both within and outside the University, to ensure the effective delivery and development of the University's information and library services and information resources to meet learning, teaching and research needs
- x) Ensure that Library Services' facilities and information resources comply with relevant University policies and (inter)national legislation and standards
- y) Be responsible for the planning and delivery of effective learner support as appropriate to the role
- z) Contribute to curriculum design and course planning particularly as these relate to the development of students' abilities to locate, evaluate and use appropriate information resources as part of their learning
- aa) Ensure that you are familiar with University and national plans and policies, technological, legal and other developments that influence the delivery of the Library Services facilities and information resources - in particular in those areas for which you are responsible
- bb) Engage with wider professional issues that influence the delivery and development of academic information services. This will include involvement in the wider library, information technology or other professions according to your areas of responsibility.
- cc) Manage projects proactively to enhance service delivery and/or access to information resources
- dd) Planning, delivery, evaluation, development and promotion of customer focussed services within a specific area, or areas, of responsibility - including one or more Information Services-wide functions (for example, electronic information management, subscriptions, access, electronic bundles collections, opac integration and other interfaces)
- ee) To manage and promote commitment to high quality customer care
- ff) To undertake any other duties as may reasonably be required by the Head of Library and/or line manager

## Special Conditions

You are required to provide operational support for student recruitment activities such as open days. You will be required to support two activities, eg open days, per year working a 9am – 12.30pm shift or a 12.30pm – 4pm shift alongside other colleagues.

You are required to work:

- 1 evening per week until 8pm (maximum of 4 weeks per annum) throughout the year on a rota basis to support IT system upgrades, testing of recovery procedures, business critical periods and standby support.
- 1 Saturday or Sunday (5 hours) every 2 months throughout term time.  
You may in practice, work fewer evenings/weekends per year but these are the maximum requirements.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

## Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

## Person Specification



**Job Title:** Resources & Digital Discovery Librarian (LIB16/02)

**School/Service:** Library

*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Postgraduate qualification or equivalent in either Library and Information or an appropriate discipline	E	A
2	Significant previous experience working in learning support preferably in an academic environment	E	A/I
3	Extensive experience and understanding of issues relating to library technologies such as library management systems, institutional repositories, digitisation, e-resource access etc	E	A/I
4	Working knowledge and application of IT, library and learning systems, new web based, learning and library technologies	E	A/I
5	Excellent analytical skills with the ability to interpret data	E	I
6	Awareness of legal and professional requirements relating to Information Service provision	E	I
7	Awareness of developments in technology supported learning, pedagogy, instructional design and educational intervention	E	I
8	An effective team player who is self-motivated and with excellent organisational skills and able to work on own initiative with the ability to work under pressure within targets	E	I
9	Excellent verbal and written communication skills with the ability to engage a diverse audience; including excellent presentation and report writing skills	E	I
10	Evidence of leadership and motivational skills with a team; providing advice, guidance and training.	D	A/I
11	Excellent project management experience; incorporating problem solving, contract negotiation with financial and budgetary skills	D	I
12	Significant previous experience of delivering teaching, seminars and briefings	D	A
13	Previous experience of working in a service environment; providing excellent customer service	D	A
14	An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values.	D	I

15	A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University	D	I
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<b>*Key</b>	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate