Job Description

Job Title	Library and Academic Skills Advisor
School/Service/Institute	Library and Learning Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	5
FTE/Hours	1.0

Job Purpose
The post holder will be responsible for supporting the planning, preparation, and delivery of a broad range of Library and Learning Services activities in support of the university learning, teaching and research agenda. This includes support for taught sessions (delivered as 121s or to small and large groups) around a broad range of topics including study skills, assignment preparation, academic writing, referencing and research skills. The role holder will oversee the provision of an expert and specialist enquiry service and play a key role in organising the staffing and delivery of this service. This will involve the gathering and monitoring of data to contribute to the measurement and evaluation of this and other aspects of the LLS service. The role holder will be expected to have an awareness of developments within the HE sector, and to keep up to date with all matters relating to the legal and professional context of the role. For example, this will include an understanding of the issues around open access and copyright. The role holder will be required to work as part of the wider team in helping guide collection development. This will include helping to make informed decisions on how to obtain best value from the university learning resource budget through data analysis and effective networking with academic colleagues. There will also be an expectation that the role holder fully supports and helps progress the University's digital agenda by advocating the procurement and effective use of online library learning resources.

Relationships	
Reporting to:	Academic Librarian & Skills Tutor
Responsible for:	Library and Skills Assistant as required
Key working relationships:	Students and Academics

Main Activities

- To prepare resources to support the Academic Skills team's contribution to learning, teaching and research across the institution; to design and review teaching materials in line with agreed working models and good practice. This includes webpage development and the creation of online teaching materials such as digital factsheets.

- To support new technologies and methodologies to enhance access to resources in all appropriate formats in support of the University's digital first strategy.

- To undertake liaison work with academic and professional staff across the University; including integration with other teams within SaAS. Supporting and advocating study skills and information and digital literacies.

- To be involved in collection management and development in liaison with the Academic Librarians and Skills Tutors. To play a key role in helping the smooth progress of resource orders from subject librarians to the Resources and Library Systems team.

- To review and troubleshoot any problems in relation to the creation, review and maintenance of reading lists.

- To organise data and records in relation to this role helping to streamline the process. This to be done in connection with process improvement purposes.

- To manage and promote commitment to high quality customer care, overseeing the provision of an expert and specialist enquiry service, using all appropriate methods as required and to play an active role in the maintenance and development of this service.

- To play a key role in organising the staffing and delivery of this service, developing rotas and working across teams in the LLS to source cover and create efficient pathways and access to expertise.

- To provide person to person support in online or face to face format with students at all levels of taught study requiring first line assistance in the acquisition and improvement of academic skills.

- To use appropriate performance measurement and assessment methods to monitor and enhance the service.

- To identify and analyse data, such as library resource usage statistics or student engagement data, in order to facilitate the enhancement of service provision within the areas of learning and teaching and student and customer support.

- To contribute to the measurement and evaluation of the service through the gathering of feedback and the production of regular reports and statistical data.

- To ensure that LLS' facilities and information resources comply with relevant University policies and national and international legislation and standards.

- To ensure familiarity with University and national plans and policies, technological, legal and other developments that influence the delivery of the LLS facilities and information resources - especially in those areas for which you are responsible.

- To engage with wider professional issues that influence the delivery and development of academic information services. This will include involvement in the wider library, digital technology or other professions according to areas of responsibility.

- To undertake continuous personal development and knowledge exchange, particularly to maintain current awareness of relevant issues for the role including legal aspects.

- To maintain current awareness in digital technology, instructional design, pedagogy and sectoral developments.

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

- To undertake other such responsibilities as may reasonably be required

- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

This post is 1.0 FTE but may be offered on a fractional basis subject to the needs of the business.

The post holder will be required to work flexibly to ensure the continued delivery of excellent library and learning services. This may involve some working at evenings or weekends.

Based at Stoke the role holder will be required to travel between sites from time to time in a cost-effective manner, which may be using a car.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The 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 postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies

and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.