

Academic Liaison Librarian (Education)

This is an exciting opportunity to join an established Academic Services team in a fast-growing and innovative University.

We are looking for a creative, confident, and proactive information professional, interested in developing the Academic Liaison role to meet the challenges of an increasingly digital information landscape. The post holder will be a strong library and information management advocate within the Institute of Education, encouraging staff and students to engage with and use the full range of library services, including helping them to research and make effective use of a diverse set of information sources, tools and technologies.

Enthusiastic and open to new ideas and methods of teaching and information management, the post holder will work closely with academic colleagues to plan, develop and evaluate teaching sessions; build and manage a coherent and dynamic collection of print and electronic resources; and develop the potential around delivering information services in the University's Hive facility. With an ongoing remit to explore opportunities for developing the profile of the library's resources and services, as well as collaborating with professionals across the Institution, the County and beyond, this role will suit a flexible and forward-thinking individual, capable of making good decisions quickly and effectively.

Closing date: Thursday 21 Sep 2017

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Job details

Salary

Band 6 £25,728 - £31,604

Hours

Part time – 18.5 hours per week. Occasional evening work (currently to 7pm) and weekend working.

Start

As soon as possible

Duration

Temporary – maternity leave cover up to 12 months

Responsible to

Academic Services Team Leader

Responsible for

N/A

Interview date

To be confirmed

Meet the team

Background

The Hive, Worcester's unique, fully integrated academic and public library facility, offers the post holder the chance to be involved in developing services which help to realise our vision of a lifelong learner, where the University is central to the educational and cultural experience of the community. Academic Liaison Librarians play a crucial role here, working with key groups to aid the transition from school, through University, into employment, enabling individuals with critical information skills. Our ideal candidate is ready for the challenge of taking these skills beyond the traditional academic boundaries, and will always be looking for opportunities to build on the Hive's core values, connecting people to resources, the University to the community, and inspiring people to learn.

The management team consists of the University Librarian and section Team Leaders. This post falls within the service area reporting to the Academic Services Team Leader. Academic Services provide and maintain close links with students and staff in the six academic Institutes and the Graduate Research School, and provide Information Literacy advice and training as well as specialist enquiry advice. The team also includes members of staff whose remit is to work with students as partners and change agents, to develop and enhance delivery of library services. The post holder will be expected to work closely with other team members and colleagues across the department on the development of the services to all stakeholders within the institution.

Values

The University has set out a set of values within its strategic plan that describe the culture and ethos of the organisation.

These values are;

Intellectual openness

Desire to learn

Best practice

Equality of opportunity, inclusion and diversity

Working with partners and the community

Social responsibility

Continuous professional development and the evaluation of practice

These values underpin the expectations, or standards, that the University has of its staff. This means that all employed within the organisation will be expected to;

Make a high quality professional contribution

Have an appreciation of the culture of the organisation and of the role of colleagues in all parts of the University

Act with integrity, honesty, fairness and without discrimination

Be explicit and straightforward in their dealings with colleagues, students and other clients

Be committed to their own personal and others' professional development by seeking new knowledge and skills to enhance individual and organisational performance.

In order to make these expectations clearer for each type of role, there are defined 'professional behaviours' included in each person specification and the selection process will include opportunities for applicants to demonstrate these behaviours.

Hive Values

The University Library Service developed its own values in preparation for working with Worcestershire County Council and Worcestershire Hub staff at The Hive. These values are in line with those of the University, and University Library Service staff are expected to act in accordance with them

The Hive values are

- We Welcome
- We Connect
- We Respect
- We Preserve
- We Inspire
- We Innovate

Main duties

1. To develop, deliver and evaluate information literacy sessions & supporting materials, including via e-learning opportunities, and developing the integration of digital literacy skills and agenda. Teaching may include: 1-1 appointments, one-off sessions for non-subject specific groups (e.g. international or mature students), and embedded programmes within curricula.
2. To create strong working relationships with teaching staff and researchers, providing information support including on a range of electronic resources and new technologies.
3. To manage, develop and promote the supported Institutes' collections in all formats. To include:
 - a. Engaging academics in the use of Resource Lists (Talis Aspire) to build and maintain excellent core collections for students.
 - b. Advise academics on the Institute's and University's resource profile, identifying areas for development and working with academics on appropriate resource business cases.
4. To actively promoting the Hive, and engaging in delivery of Hive services, including developing ideas for new ways to deliver traditional library skills across a range of sites and audiences.
5. To engage in dialogue with Institutes, including advocating library services and gathering feedback, e.g. through attendance at appropriate committees (Learning & Teaching, Research & Knowledge Transfer, Course Management, etc).
6. To provide in-person and email second-line informational enquiry support to all users of the Hive via askalibrarian, and contributing to the ongoing development of this service.
7. To promote and market the profile of library services, both internally and externally, using a range of technology and approaches, including social media, conferences, and publications.
8. To proactively maintain professional expertise and sharing knowledge with library and academic colleagues, particularly around new tools and technologies that can enhance and develop the library service and teaching, learning and research workflows.
9. To produce and update subject specific and general guides and online tools, including video, and maintaining relevant information on the University Library Service/Hive websites.
10. To collaborate with staff and students on course validations, particularly in providing information about resources and teaching.
11. To liaise with related colleagues at partner institutions and organisations.
12. To contribute to appropriate projects.
13. To complete any other appropriate duties as specified by the University Librarian.

*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.

*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.

*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

Person specification

Please provide evidence of how you meet each of the essential criteria.

Essential Criteria

1. Either first degree and/or postgraduate qualification in information science/librarianship or educationally related area or extensive equivalent experience.
2. Evidence of commitment to and enthusiasm for teaching, with experience in delivering information literacy sessions or equivalent teaching experience.
3. Good understanding of information and digital literacy practices and ideas, their importance and application
4. Creativity and commitment to innovation, particularly in developing teaching methods and information management beyond traditional academic boundaries
5. Commitment to engaging with customer feedback and continuously improving services
6. Ability to collaborate and build relationships effectively and proactively with a wide range of people both internal and external to the institution
7. Ability to enthuse and engage colleagues and other audiences, including undergraduates, postgraduates, teaching and research staff
8. Forward thinking approach to technology and willingness to explore the capacity of new tools to deliver traditional library services and information skills
9. Ability to clearly communicate information e.g. via written reports, oral or poster presentations, or published articles
10. Ability to work under pressure, managing own time and workload well, across multiple locations as required
11. A flexible and creative approach to problem-solving
12. Collaborative approach to team working, with strong commitment to sharing CPD
13. Enthusiasm for external engagement and sharing experiences with the wider information community e.g. via social media, conferences, published articles, research projects, etc.

Desirable Criteria

1. A teaching qualification
2. Familiarity with the changing culture of Higher Education and current developments in library services
3. Full or Associate membership of the HEA or another relevant professional body

Applications from Non EEA Workers:

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction.

Prospective applicants in points-based system immigration routes should assess their circumstances against the published criteria, which are set out on the GOV.UK website at www.gov.uk/browse/visas-immigration

Visit www.naric.org.uk/visasandnationality for more information on how you can use a qualification from outside the UK to meet the requirements of the immigration rules.

Unspent convictions, cautions and bind-overs

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.

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<http://www.worcester.ac.uk/community/job-vacancy-academic-liaison-librarian-education.html>