Job Description

Job title	Assistant Librarian
School / department	Library Services
Grade	4
Line manager	Acquisitions and Subscriptions Librarian
Responsible for	n/a

Main purpose of the job
The post-holder is responsible for print and digital collections management processes, including acquisition, cataloguing and access to digital resources.
The post-holder contributes to the delivery of enquiry services and liaison to students and academic colleagues plus the creation of learning materials and training/teaching to support the teaching and learning activities of UWL schools and colleges.

Key areas of responsibility

1. As part of the reading list team, responsible for creating, adapting, administrating and reporting on UWL reading lists to ensure that the Library has the material required to support students learning needs.
2. Working with colleagues, select, evaluate, purchase and administer the print and digital book collections to ensure they meet the UWL teaching requirements.
3. Ensure all items are catalogued and classified to MARC21 standard and quality control measures are followed in relation to accuracy of holdings information.
4. Provide support during all stages of the digital resources life-cycle including purchase, renewal, cancellation and maintenance of accurate management information of library subscriptions.
5. Create and manage purchase order requests within the University procure-to-pay system for Library Services, processing the resulting invoices and ensuring compliance with the financial regulations of the University.
6. Support staff and students' library enquiries, including through 1-2-1 appointments
7. Contribute to design and development of learning materials to support staff and students' knowledge and skills development.
8. Contribute to preparation, design and delivery of different kinds of information literacy teaching and information skills training for students, with the support of colleagues.
9. Liaise with academic colleagues within the schools/colleges, with the support of library colleagues, to understand the information and library needs of their courses.
10. Contribute to the training for library staff on relevant topics.
11. Undertake a programme of continuing personal development, including development of specialist skills and knowledge required for particular service areas
12. Other additional duties may be required that are commensurate with the grade and hours of the post and may include general library duties on occasion

Although based at a particular campus, the post holder is required to work at any of the University sites as necessary.
Annualised hours will apply to this post.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	A degree or equivalent experience Commitment to study towards a professional qualification in information / library studies, or equivalent	Professional qualification in information / library studies, or equivalent experience
Knowledge and experience	Experience of working in a Library/information/publishing environment Experience of working with print or digital resources Experience of working with library systems or equivalent Experience of providing enquiry support services and troubleshooting	Understanding of library resources used in a higher education environment Experience of assisting with the delivery of training/information skills teaching and preparation of associated support materials Experience of metadata / cataloguing and classification workflows and processes
Specific skills to the job	Excellent IT skills Good attention to detail with ability to maintain high levels of accuracy Ability to proactively prioritise competing demands Comply with all of the University's procedures, policies and regulations, especially those relating to data protection, legal and statutory compliance, information security, IT change control, health and safety and procurement.	An awareness of and ability to apply appropriate new technologies in a Library context An understanding of learning, teaching and research and of the requirements of students from a variety of backgrounds
General skills	Ability to work independently and as part of a team with minimal supervision Excellent standards of written and oral communication	

	Self-awareness and self-reflection, especially relating to interpersonal skills Ability to innovate and apply lateral thinking to solve problems	
Other	Adaptable approach to working in a rapidly changing environment A commitment to meeting user needs and proactive, positive approach to service development Evidence of continuing professional development and keeping up-to-date.	
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.