UNIVERSITY OF WEST LONDON
The **Career** University

Job Description

Job title	Subject Librarian
School / department	Library Services
Grade	5
Line manager	Head of Academic Support
Responsible for	Supervisory responsibility for Assistant Librarian

Main purpose of the job
To support the teaching, learning and research activities for a designated school, college or subject area through information literacy teaching, collection development and support services. In addition, to undertake a range of generic professional duties as part of the Academic Support Team.

Key areas of responsibility
1. As the Subject Librarian for a designated school or college, proactively work with academic colleagues to understand their information and library needs in relation to academic course development and research activities and subsequently develop appropriate services and resources to meet them.

2. Build positive and effective relationships with academic and administrative staff within the school/college and act as the principal channel of consultation and communication between the library and academic school/college.

3. Represent the library at school/college level meetings to provide a formal two-way flow of information as well as regularly being embedded into the school/college to work informally with colleagues

4. Design and teach information literacy classes to all levels of students and staff within your school/college. For students, these will be embedded within the teaching programme of the courses and will follow the expectations laid out in the Information Literacy Policy. They will take into account current pedagogic theory and will be evaluated to understand the impact on student's learning.

5. In collaboration with the school/college, ensure that the print and digital collections meet evolving teaching and research needs through evidence-based collection management and development.

6. In collaboration with the school/college, be responsible for developing an inclusive library collection for the designated school/college and support academics and colleagues in creating inclusive reading lists.

7. Manage a delegated information resources budget for specified subject areas for the above collection management and development. In addition, alongside colleagues, contribute to the decision making in regards cross-disciplinary material library budgets. Ensure compliance with university financial regulations.

8. Through liaison and advocacy work, market and promote the services and resources of Library Services as appropriate for your school/college and constituent user groups and contribute to wider library's marketing activities.

9. Contribute to the Library's physical and virtual enquiry support service and offer specialist 1-2-1 support to the students and staff within your school/college. Alongside this work, offer

workshops and drop ins as required, taking into consideration the demands of multiple site working.

10. In collaboration with the school/college and Head of Academic Support, establish an annual action plan for responding to (and reporting on) any Library feedback received via the NSS Survey, course module evaluation surveys, accreditation visits etc.

11. Working alongside colleagues, contribute to the evaluation of Library services to measure the quality and impact of the work and ensure the student experience is continuously improving. This will involve actively working with students, student representatives and the UWL Student Union.

12. Develop learning materials, in a range of different media and through a variety of channels (this will include digital learning materials) for all library users but especially the students and staff within your school/college.

13. Pro-actively explore, plan, implement and support new technologies and methodologies to enhance access to resources and to support learning, working collaboratively with colleagues across the university.

14. Contribute knowledge and advice to support critical university and departmental activities, including course accreditation, partner validation, Office for Students requirements and policies, REF and TEF.

15. Working with the Scholarly Communication team within Library Services, support academics and research students research activities through information literacy support, copyright advice and promotion of openness in terms of open access research outputs.

16. Contribute to, and manage, specific Library Services development projects, in collaboration with other teams within the Library as well as colleagues and students across the university.

17. Represent the Library on relevant school/college and/or University committees or working groups and on external professional groups, ensuring an effective two-way formal flow of information.

18. Maintain a high level of continuing professional development, using internal and external networks, seminars, research papers and conferences to maintain an up-to-date knowledge. Within individual specialisms, contribute to the published knowledge available through the publication of material and/or presentations at conferences and other CPD activities.

19. Actively contribute to the sharing of knowledge and good practice within the Academic Support Team and Library Services generally

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / back ground information

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

Working hours will be calculated on an annualised hours basis.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	First degree or equivalent experience. Professional qualification in Library or Information Studies or equivalent experience.	Teaching or research qualification. Membership of an appropriate professional body.
Knowledge and experience	Experience of liaison/subject librarianship work in a Library environment. Experience of collection development work across print and digital. Experience of providing enquiry support services using different communication channels. Working knowledge of scholarly communications and copyright issues in academic environment. Experience of delivering Information Literacy teaching or equivalent type of training.	Project management knowledge.
Specific skills to the job	Articulate an understanding of the rapidly changing culture of higher education and library provision. An understanding of learning, teaching and research and of the requirements of students from a variety of backgrounds. Relationship management and ability to network effectively and represent the interests of Library Services at departmental level and beyond.	Ability to supervise other staff to get a specific task completed to required standard. Experience of administering budgets. Experience of reference management software. Experience of delivering formal teaching and assessment at an appropriate level.

	An awareness of and ability to apply appropriate new technology to service delivery.	
General skills	Ability to work independently and as part of an effective team. High standards of written and oral communication, including the ability to explain technical issues to Library users of all levels. Excellent IT skills and experience of Microsoft Office and social media. Ability to prioritise work to meet required deadlines and standards. Excellent interpersonal, negotiating and/or influencing skills. Good levels of numeracy. Ability to innovate and apply lateral thinking to solve problems. Self-awareness and commitment to reflective practice, especially relating to interpersonal skills.	
Other	An adaptable, responsive and flexible approach and enthusiasm for a rapidly changing Library and HE environment. A commitment to meeting user needs and a 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.