

## Job Description

<b>Job Title</b>	Senior Subject Librarian
<b>School/Service</b>	Learning and Information Services (LIS)
<b>Grade</b>	Grade G
<b>Responsible to</b>	Principal Subject Librarian
<b>Job Purpose:</b> To liaise with university staff to develop and tailor library services to meet their academic and research needs; to provide specialist information literacy support, advice and training to all academic staff, researchers and students within assigned subject areas, to ensure best use of the learning resource budget (including liaison with vendors and suppliers); to assist in the development of the Subject Librarian Team and the wider Library Service; to co-ordinate and manage the distribution of learning materials to academic schools; to develop and manage services to enhance the student experience of library services; to lead and co-ordinate improvements to the physical state of the Library at all sites; to develop and support the Library function wherever UCLan students choose to interface with it.	
<b>Main Duties and Responsibilities</b> <ol style="list-style-type: none"><li>1. To take a strategic lead on Library engagement work with assigned academic areas, liaising with academic colleagues on the provision of learning resources and on the delivery of information skills events for students.</li><li>2. To organise, plan, prepare and deliver effective and timely information skills sessions to all UCLan stakeholders as required. Work to embed information literacy into the curriculum. Ensure effective and widespread coverage of all assigned subject areas within each academic year.</li><li>3. To work with colleagues in the Library Services Team to ensure that the learning resource budget is used efficiently and effectively to meet the strategic needs of UCLan including the involvement of stakeholders in the trialing of new resources and the usage monitoring of current subscriptions.</li><li>4. Lead the Library Team on at least one key area of expertise, providing knowledge, insight and advice and acting as a main point of contact.</li><li>5. Contribute to or lead on the delivery of library action plan items as directed by line manager.</li><li>6. Act as an effective business partner for assigned Schools by preparing reports for, and meeting with senior School staff to discuss Library support.</li><li>7. To recommend, design, develop and produce support materials to facilitate the use of learning resources, making use of available technologies.</li><li>8. To regularly review and audit provision of library services in assigned areas. To advise the Library Management Team on library matters relating to those areas.</li><li>9. Provide a Library quality assurance service internally e.g. informed advice at course approval stage.</li><li>10. Develop, promote and deliver one to one and group extra-curricular study skills provision e.g. via bookable information literacy sessions and/or helpdesk.</li><li>11. Contribute to enhancing the Library profile within UCLan. This includes effective engagement with stakeholders focused on all aspects of Library provision and where</li></ol>	

applicable the wider LIS service. Help to promote and advocate the library amongst staff and students through a range of media/channels.

12. Contribute to maintaining and enhancing the Library profile external to UCLan by continued participation in formal and informal networking events.

13. Effectively manage assigned staff in the absence of the line manager

14. Contribute to the development of a team culture across the staff in the team and the wider LIS service.

15. To demonstrate and provide a consistently high level of service to all customers of the University.

16. The post holder is expected to demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.

17. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business.

18. Travel to other UCLan or partner campuses when required by the needs of the business.

19. Such other duties as may reasonably be associated with the grade and a role of this nature.

## Person Specification

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<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured By</b>
<b>Work Experience</b>	Experience in developing and providing library based subject support	Experience and knowledge of developing functional areas of a library service.  Experience in managing and developing staff to deliver library services	Application form & interview
<b>Education/Qualifications</b>	Degree in librarianship or information related subject or equivalent work experience		Application form & interview
<b>Skills/Abilities</b>	<p>Ability to design, organise and deliver developmental events for staff, students and researchers</p> <p>High level of IT skills relevant to the HE library sector such as:</p> <ul style="list-style-type: none"> <li>• Knowledge of e-resource delivery and discovery systems</li> <li>• Knowledge of virtual learning environments</li> <li>• Knowledge of reference management systems</li> </ul> <p>Excellent communication and presentation skills</p> <p>Knowledge of developments and issues in the library industry and library systems</p> <p>Ability to work on own initiative and as part of a</p>	<p>High level of IT skills relevant to the HE library sector such as:</p> <ul style="list-style-type: none"> <li>• Knowledge of library management systems</li> <li>• Knowledge of repository and Open Access issues</li> </ul>	Application form & interview

	<p>team to deliver projects to set deadlines</p> <p>Ability to work strategically with wider Library teams to deliver services on time within resource allocation to a high standard</p>		
<b>Other</b>	<p>Empathy with the University Mission statement and strategies</p> <p>Flexibility to meet demands of a rapidly changing environment</p> <p>Willingness to work occasional evenings and weekends</p> <p>Willingness to travel to other UCLan or Partner campuses</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.</p>	Commitment to professional development	Application form & interview