

Job Description

Job Title	Subject Librarian
School/Service	Learning and Information Services
Grade	F
Responsible to	Senior Subject Librarian
Responsible for	No staffing responsibilities

Job Purpose:

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 academic staff, researchers and students within assigned subject areas; to co-ordinate the distribution of learning materials to academic schools; to contribute to the development of services to enhance the student experience of Library Services; to develop and support the Library function wherever UCLan students choose to interface with it.

Main Duties and Responsibilities

1. Make a significant contribution to Library engagement work within assigned subject cluster, liaising with academic colleagues on the provision of learning resources and on the delivery of information skills events for students.
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.
3. To support LIS Customer Services with second line enquiries, either face-to-face, via Microsoft Teams or other suitable technologies, demonstrating and providing a consistently high level of service to all customers of the University. To provide one-to-one support via a bookable service.
4. To work with colleagues in Library Services to ensure efficient and effective use of the learning resource budget to meet the strategic needs of UCLan, including the involvement of stakeholders in the trialing of new resources and usage monitoring of current subscriptions.
5. To recommend, design, develop and produce support materials to facilitate the use of learning resources, making use of available technologies.
6. Work with other areas of UCLan to bring together support for students' independent learning.
7. 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.
8. Contribute to or lead on the delivery of library action plan items as directed by line manager.

9. Contribute to maintaining and enhancing the Library profile both within and external to UCLan. Help to promote and advocate the library amongst staff and students through a range of media/channels.
10. Effectively supervise assigned staff as required.
11. The post holder is expected to demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.
12. Flexibility to work occasional additional hours, evenings and/or weekends outside of their normal working pattern to meet the needs of the business.
13. Travel to other UCLan or partner campuses when required by the needs of the business.
14. Such other duties as may reasonably be associated with the grade and a role of this nature.

Person Specification

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Attributes	Essential	Desirable	Measured By
Work Experience	<p>Experience in developing and providing library based subject support</p> <p>Experience of providing front facing /customer service support.</p>	Experience and knowledge of developing functional areas of a library service	Application form Interview
Education/Qualifications	Degree in librarianship or information-related subject or equivalent work experience		Application form
Skills/Abilities	<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"> • Knowledge of e-resource delivery and discovery systems • Knowledge of virtual learning environments • Knowledge of reference management systems <p>Excellent communication and presentation skills</p>	<p>High level of IT skills relevant to the HE library sector such as:</p> <ul style="list-style-type: none"> • Knowledge of library management systems <p>Knowledge of developments and issues in the library industry and library systems</p>	Application form Interview

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