

# Job Description

**Job title:** Assistant Librarian Academic Engagement

**Post number:** IS5081

**Reports to:** Academic Engagement Librarian

**Department/School:** **Libraries**

**Grade:** 5

The post holder will require the flexibility to travel to and work at other university sites, when required, for which expenses will be paid in accordance with the university’s staff expenses policy

## Purpose of the role

To assist the Academic Engagement Librarian, contribute to the provision of library services in order to deliver customer-focused services to students and academic staff.

Develop and deliver training to facilitate maximum exploitation of resources.

Duties include evening and weekend working,

## Main areas of responsibility:

* Contribute to the management of information resources; select (and deselect) materials in all formats in line with the library collection development policy and within annual budget allocations in order to provide the most relevant information resources to support university teaching and research activity.
* Collaborate in the development and use of technologies in information delivery and communication; develop and maintain web-based content, liaise with experts to integrate provision within the VLE in order to expand and enhance the learning experience of students.
* Develop and maintain an in-depth knowledge of the resources available in each subject area that is supported by the site library, in order to provide the most comprehensive and up to date material available.
* Develop and deliver engaging, generalist and specialised training for students and staff; prepare and produce materials in print and/or online formats; in order to support full and effective use of both subject specific and generic, information resources.
* Take an active role (e.g. as student, facilitator, or teacher) in staff development programmes for colleagues in the university as a whole, in order to ensure that appropriate professional expertise is available to support the work of the university.
* Act as a representative of Libraries, project a positive image, pursue an active programme of self-development and continuous updating of skills and understanding of ICT and its relevance to learning and teaching; in order to contribute to the promotion of a continuous improvement culture and provide support to the teaching endeavour of the university.
* Take an active role in the development and improvement of relevant information services to teaching and research; support compliance with copyright, data protection, Open Access and other emerging legal or funder-led requirements in order to ensure that appropriate professional expertise is available to support the work of the university.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these will be added at the end of the criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * A thorough understanding of the application and management of print and digital information resources, and digital technologies. **A**
* Able to use effective teaching, learning or professional practice to support the learning experience. **A, I**
* Excellent IT skills including Microsoft Word & Excel, email, and the internet and able to enter, interrogate and extract bibliographic and numerical data with confidence and accuracy. **A, I**
* Ability to communicate complex or difficult information using a variety of methods as appropriate to the situation. **A, I**
* Able to plan, prioritise and organise work to achieve objectives on time, using initiative and creativity to resolve problems. **A, I**
* Able to work evenings and some weekends. **I**.
* Able to work collaboratively in a team and where appropriate across or with different professional groups.**A, I**
* Commitment to continuous professional self-development. **I**
* Flexible approach to working and responding to change **I**
* Awareness of Equality, Data Protection, Health & Safety, and any other relevant guidelines. **I**
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| **Qualifications** |
| * Professional qualification in library or information science. Candidates working towards a qualification appropriate to this role will be considered. **A**
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| **Experience** |
| * Proven experience in a Library or equivalent professional environment. **A**
* Provision of a positive and responsive customer service. **A, I**
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| **Physical demands and/or other requirements** |
| * The flexibility to travel to and work at other university sites, when required. **I**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The post will work 37 hours a week as a full time post. This post forms part of an existing job share. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **May 2024**