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**Job title: Assistant Information Adviser**

**Reports to:** **Information Adviser**

**Department: Information Services**

**Location: Falmer**

(Post holders at Brighton may be required to work in any of the Brighton University campus libraries)

**Grade: 5**

**Purpose of the role**

To assist the Information Adviser and contribute to the provision of library and information 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, taking responsibility for library, staff and services as the most senior staff member present.

**Main areas of responsibility:**

* Contribute to the management of information resources; select (and deselect) materials in all formats in line with the Library Services 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 other IS 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 Information Services and 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 Information Services, 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.

* Assist in emergency or operational procedures as required that take precedence over main duties, for example, Fire Warden duties, to ensure the safety of service users.
* 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 and Diversity 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 General Data Protection Regulations

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) 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).

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| **Essential criteria** |  | **A, I, E** |
| **Knowledge** | * A thorough understanding of print and digital information resources, and digital technologies. | **A** |
| **Qualifications** | * Graduate with professional qualification in library or information science | **A** |
| **Experience** | * Proven experience in a Library or equivalent professional environment. * Provision of a positive and responsive customer service. * Experience of selection / de-selection of library materials. | **A**  **A, I**  **A, I**  **A** |
| **Technical/work based skills** | * Able to use effective teaching, learning or professional practice to support the learning experience * 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**  **A, I** |
| **Other requirements** | * Evidence of ability to communicate complex or difficult information using a variety of methods as appropriate to the situation. * Able to plan, prioritise and organise work to achieve objectives on time, using initiative and creativity to resolve problems. * Works collaboratively in a team and where appropriate across or with different professional groups. * Evidence of commitment to continuous professional self-development. * Able to work evenings and some weekends. * Able to travel between and work at another University of Brighton Library as required. | **A, I**  **A, I**  **A**  **I**  **A**  **I**  **I** |
| **Desirable** | * Previous experience of providing library services in an education setting. * Experience of teaching or training groups and individuals. * Teaching in FE/HE qualification e.g. HEA | **A**  **A**  **A** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time post and is permanent.
* 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** | **Basic entitlement per year** | **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 can be found [here](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx)
* [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx" \o "Academic departments)
* Read the University’s [2016 - 2021 Strategy](https://staff.brighton.ac.uk/strategy/Pages/Welcome.aspx?dm_i=1SNX,4KBXD,MQS1JL,GXL92,1)
* Read the Library Services [Strategic Plan 2018-2021](https://staff.brighton.ac.uk/mac/public_docs/strategy/Library-Services-Strategic-Plan-2018-2021.pdf?_ga=2.13581879.1842360728.1563180852-1437497615.1557763956)
* 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)

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