Job Description

Post/Job Title: Faculty Librarian (Faculty of Health and Social Sciences)
Ref: ASE86 / 504362
Location: The Sir Michael Cobham Library and Bournemouth House Library
School/Professional Service: Academic Services
Group/Section: Library and Learning Support (LLS)
Normal hours per week: 1.0 FTE
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade: 6
Accountable to: Library & Learning Support Academic Liaison Manager
Responsible for or supervises: Academic Liaison Librarians (2 FTE)

Job Purpose

This role manages relationships and business between The Faculty of Health and Social Sciences, and Library and Learning Support and leads a team of Academic Liaison Librarians to develop library resources and support that enhance learning and teaching, research and professional practice. The role has a strategic lead within LLS for one of: research data and outputs; study skills support; researcher support; or collection development.

Main Responsibilities

1. Manage 2.0 FTE Academic Liaison Librarians to lead the development and delivery of library resources and learning support for the Faculty.
2. Manage LLS support for curriculum development in the Faculty and advise on the integration of relevant and appropriate learning resources and study skills support throughout curriculum design, evaluation and delivery.
3. Coordinate a blended approach to teaching library and study skills including face-to-face teaching and the development of online activities as appropriate to enhance learning.
4. Utilise digital tools, including reading lists and subject guides to enhance subject resource knowledge, discovery and engagement with reading for the Faculty.
5. Liaise with the LLS management team and Faculty executives to manage library resource budgets for the Faculty and advise LLS on research resources.
6. Manage the evaluation, selection, acquisition, archive and withdrawal of materials in the library collections for the Faculty and represent their needs in the development of BU’s collection policies and plans.
7. Coordinate the delivery of research support for the Faculty including: developing research collections; delivering research skills support; promoting Open Access and deposit of research outputs in the institutional repository (BURO).
8. Manage LLS representation at Faculty meetings, committees and working groups, including: Faculty Academic Boards, Framework/ Programme Meetings, Student Experience Forums and programme evaluation events.
9. Engage key stakeholders and user groups from the Faculty through: staff and student inductions; outreach and promotional events; formal and informal liaison and networking; and electronic
communications (e.g. social media) to develop relationships that enhance BU's learning resource and support priorities.

10. Coordinate the collection of a range of management information from the Faculty to inform the development of collections and support including learning support statistics that enable benchmarking (e.g. against SCONUL).

11. Lead the development of the knowledge base relating to Faculty enquiries and contribute to the delivery of LLS enquiry services.

12. Keep up-to-date with relevant professional developments and contribute to the professional knowledge base through publication, conference presentations and social media.

In addition the postholder will have responsibility for one of the following:

Research Data and Outputs

13. Work with the Research and Knowledge Exchange Office (RKEO) to lead the development and support of solutions for archiving and providing access to BU’s research data.

14. Manage the development of BU’s research repository (BURO) and work with RKEO to integrate with other research systems (including BRIAN) to facilitate increase deposit of research outputs and compliance with funder requirements.

15. Manage the development and access of BU's special collections and archives to meet statutory, legal and ethical responsibilities and support fusion through internal, national and international research collaboration.

Study Skills Support

13. Lead LLS support for students' development of Study Skills.

14. Use expert knowledge of student learning needs and technology enhanced learning to manage the Study Skills Community at BU. Source, develop and promote materials that enhance students’ development of Study Skills.

15. Coordinate the development and promotion of the LLS Study Skills workshop programme and manage skills support enquiries from students.

Collection Development

13. Coordinate the cross-Faculty development and delivery of BU's printed and digital collections and access policies and procedures.

14. Lead the development of training and advocacy to enhance academic engagement with BU's reading list and digitisation tools.

15. Provide expert knowledge to inform the access, use, conversion and preservation of varied media within BU's collections.

Researcher support

13. Lead the development of LLS support for researchers’ library and information skills.

14. Work with RKEO to support the development of guidance and advocacy that enables increased deposit of Open Access research outputs and data to comply with funder and HEFCE requirements for REF2021.

15. Lead the on-going development of LLS support for The Graduate School and postgraduate research community.
Dimensions

circa. 2.0 FTE Academic Liaison Librarians, operating within a matrix management structure
circa. £400,000 annual Faculty library resource budgets (plus advice on research resources)
circa. 4,250 students
Manage/ deliver c. 200 hours teaching plus preparation

Contacts Internal and external, including level

Internal:
LLS colleagues up to Head of Library Services and University Librarian – daily
Faculty colleagues up to Executive Dean – daily
Research and Knowledge Exchange Office - daily
Students and researchers – daily
Learning Technologists – as appropriate
Academic Services colleagues up to Head of Academic Services – as appropriate
Other professional services including IT and Legal Services – as appropriate
SUBU and student representatives – as appropriate

External:
Publishers and information providers
SCONUL special interest groups
HEA/ Jisc special interest groups
Providers of repository software and archive solutions
All relevant education enhancement, library and research organisations as appropriate

Challenges What are the most difficult, complex or challenging parts of the job

- Creating effective partnerships with academics and students to balance the learning resource and support needs of the Faculty with available funding and staffing.
- Actively engaging with rapidly changing models for information provision and developments in education to keep BU at the forefront of innovation.
- Developing effective, funder compliant systems and services that enable researchers to deposit open access research data and outputs.
Additional Information

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the Universities Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.

February 2017
## Person Specification

**Post / Job Title:** Faculty Librarian (Faculty of Health and Social Sciences)  
**Post No:** ASE86 / 504362

**School / Service:** Academic Services  
**Date:** February 2017

### SELECTION CRITERIA

<table>
<thead>
<tr>
<th>Knowledge (including experience &amp; qualifications)</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Graduate with qualification in library, information science or related discipline</td>
<td>E</td>
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<tr>
<td>Knowledge of the learning and teaching needs of higher education</td>
<td>E</td>
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<tr>
<td>Experience of developing services for a wide range of users including postgraduates and researchers</td>
<td>E</td>
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<tr>
<td>Knowledge of information relating to the subject portfolio of the Faculty</td>
<td>D</td>
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<tr>
<td>Knowledge of technology enhanced learning and its potential for enhancing library services</td>
<td>E</td>
</tr>
<tr>
<td>Teaching qualification or relevant teaching experience</td>
<td>D</td>
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**Skills**

| Effective communication skills                                                                 | E                     |
| Excellent interpersonal skills                                                              | E                     |
| Leadership skills                                                                           | E                     |
| Budget management skills                                                                     | E                     |
| Human resource management skills                                                             | D                     |

**Attributes**

| Team player                                                                                  | E                     |
| Flexible approach                                                                           | E                     |
| Ability to work on own initiative                                                           | E                     |
| Ability to motivate and develop staff                                                        | E                     |