Job Description

Post/Job Title: Academic Liaison Librarian

Ref: 502780/ASE97

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: 37
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).

Grade: 5

Accountable to: Faculty Librarian (Faculty of Science & Technology)

Job Purpose

This role delivers tailored library resources and advice for an agreed portfolio of subjects within the Faculties, as well as study skills support. The role also contributes to delivering a number of team objectives which may include: enquiry services, institutional repositories, online guidance, research support and peer learning schemes.

Main Responsibilities

The post-holder will work with the Faculty Librarians to provide library liaison for the Faculties, and will:

1. Contribute to delivering a blended and inclusive approach to teaching information literacy and study skills, including: face-to-face teaching, and the development of online activities as appropriate to enhance learning.
2. Work with the Faculty Librarians to contribute to collection management for an agreed portfolio of subjects. Evaluate, select, acquire, archive and withdraw library resources, ensuring that resources are ordered efficiently and in formats that provide best value and access.
3. Support the use of digital tools, (including reading lists and resources guides) to enhance subject resource knowledge, discovery and engagement with reading for the Faculty.
4. Contribute to the delivery of researcher support for the Faculty through providing: advice and guidance; research skills sessions; and raising awareness of Open Access and the institutional repository (BURO).
5. Represent LLS at Faculty meetings, committees and working groups (including Framework/Programme Meetings) and liaise with LLS colleagues to respond to issues as delegated by the Faculty Librarian.
6. Contribute to LLS projects and participate in BU working groups and committees as appropriate.
7. Contribute to the delivery of LLS enquiry services, including: staffing virtual enquiry services on a rota basis; and responding to advanced subject enquiries.
8. Keep up-to-date with relevant professional developments and contribute to the professional knowledge base for example through online forums, publication or conference presentations.

**In addition the postholder will contribute to a number of the following team objectives:**

9. Develop specialist knowledge to provide leadership in identified library systems (e.g. reference management, institutional repository etc.) or specialist advice to inform technical development and provide expert support and guidance for the team.
10. Contribute to BU's Peer Assisted Learning (PAL) scheme through providing training and support for student PAL Leaders.
11. Contribute to the development and organisation of teaching programmes and materials for institution-wide researcher and study skills programmes.
12. Contribute to the institutional repository (BURO) editorial team and liaise with researchers to support the deposit of research outputs and ensure compliance with metadata and copyright standards.

**Organisation Chart**  
(Please draw or attach a chart using job titles showing clearly the job, immediate supervisor/manager and the subordinate)

```
    Library & Learning Support  
      Academic Liaison Manager

                                    
            Faculty Librarian (Faculty of Science & Technology)

                                    
                               Academic Liaison Librarian (1 FTE)
```

**Dimensions**

Support circa. 3,700 students  
Deliver approximately 100 hours of teaching and academic student support (plus preparation) per annum.

**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 – occasionally
Students and researchers – daily
Learning Technologists – as appropriate
Academic Services colleagues up to Head of Academic Services – as appropriate
Other professional services for example IT services – as appropriate
SUBU and student representatives – as appropriate

**External:**
Publishers and information providers
All relevant education enhancement, library and research organisations (e.g. SCONUL, Jisc, HEA) as appropriate
Library and HE professionals from other institutions as appropriate
Providers of library systems as appropriate
General public as appropriate
Partner organisations and institutions 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.

**June 2017**
**Post / Job Title:** Academic Liaison Librarian  
**Post No:** 502780/ASE97  
**Faculty / Service:** Academic Services  
**Date:** June 2017

### SELECTION CRITERIA

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

### Skills

| Effective communication skills                                                        | E                     |
| Excellent interpersonal skills                                                        | E                     |
| Good training skills                                                                  | E                     |

### Attributes

| Team player                                                                            | E                     |
| Flexible approach                                                                     | E                     |
| Ability to work on own initiative                                                     | E                     |
| Ability to train and develop colleagues                                               | E                     |
| Commitment to personal and professional development                                   | E                     |