

Job Description

Post/Job Title:	Faculty Librarian (Faculty of Media & Communication)
Ref:	ASE145/503638
Location:	The Sir Michael Cobham Library and Bournemouth House Library
Professional Service:	Academic Services
Group/Section:	Library and Learning Support (LLS)
Normal hours per week:	1 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 (up to 2.0 FTE)

Job Purpose

This role manages relationships and business between the Faculty and Library and Learning Support, and leads a team of Academic Liaison Librarians in developing library resources and support that enhance learning and teaching, research and professional practice. With strategic guidance from the library senior management team, the post has a lead role for one or more of the following areas - research data management; open access outputs; study skills support; researcher support; archives and special collections or collection development.

Main Responsibilities

1. Manage a small team of 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 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) and data in the research data repository (BORDaR).
8. Manage LLS representation at Faculty meetings, committees and working groups, including: Departmental Meetings, Programme Meetings, Student Forums and programme evaluation and review 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 post holder will lead **ONE** or **MORE** of the following areas depending on service need:

Research Data Management

13. Manage the development of BU's research data repository (BORDaR). Work with the Research Development and Support (RDS) office and other BU partners, to facilitate data deposit in compliance with funder and HEFCE/REF requirements.

Open Access Outputs

14. Manage the development of BU's research outputs repository (BURO) and work with RDS to support the development of guidance and advocacy that facilitates deposit of open access research outputs in compliance with funder and HEFCE/REF requirements.

Researcher Support

15. Manage the development of LLS support for researchers' library and information skills. Lead the on-going development of LLS support for The Doctoral College and postgraduate research community.

Archives and Special Collections

16. Manage the development and access of BU's special collections and archives in line with BU and statutory requirements in support of internal, national and international research collaboration.

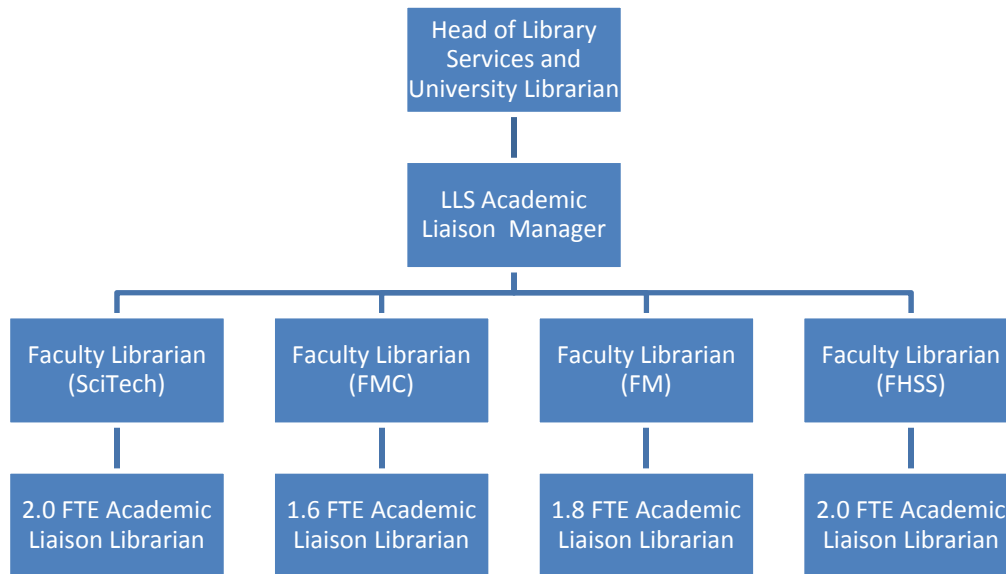
Study Skills Support

17. Manage LLS support for students' development of Study Skills. 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. Coordinate the development and promotion of the LLS Study Skills workshop programme and manage skills support enquiries from students.

Peer Assisted Learning

18. Contribute to the development and delivery of BU's Peer Assisted Learning (PAL) programme

Organisation Chart



Dimensions

Management of the Faculty Library Team, comprising Academic Liaison Librarians

Management of circa. £500,000 annual Faculty library resource budgets (plus advice on research resources)

Circa. 4,250 students

Manage, prepare and deliver c. 200 hours teaching

Contacts

Internal:

Library & Learning Support colleagues up to Head of Library Services and University Librarian

Faculty colleagues up to Executive Dean

Students and researchers

Research Development & Support (RDS)

Learning Technologists

Academic Services colleagues up to Academic Registrar

Other professional services including IT, Legal Services, and Fusion Learning, Innovation & Excellence

Students Union Bournemouth University (SUBU) and student representatives

External:

Publishers, suppliers and information providers

SCONUL/CILIP special interest groups

Advance HE/Jisc special interest groups

Relevant education enhancement, library and research organisations

Challenges

- 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.
- Working within a matrix support environment with library colleagues from other areas of the library to deliver a cohesive and effective service to students and staff.

Additional Information

NB:

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.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

September 2019



Person Specification

Post / Job Title: Faculty Librarian (Faculty of Media & Communication) Post No: ASE145/503638	
Faculty / Service: Academic Services	Date: September 2019
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Graduate with qualification in library, information science or related discipline	E
Knowledge of the learning and teaching needs of higher education	E
Experience of developing services for a wide range of users including postgraduates and researchers	E
Knowledge of information relating to the subject portfolio of the Faculty	D
Knowledge of technology enhanced learning and its potential for enhancing library services	E
Teaching qualification or relevant teaching experience	E
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