BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title	Teaching Resources Librarian
Grade	SPS Grade 6
Responsible to	Head of Library Services
Accountable for:	Not applicable

Job Summary:

With the Head of Library Services and the library team, and in liaison with the BGU community, to develop and provide effective library resources, services and facilities that are fit for purpose and support the learning, teaching and research needs of the University. This is a professional post with particular responsibility for the Teaching Resources Collection and the support of students with specific learning difficulties (SpLDs).

Key Duties and Responsibilities:

Specific tasks:

1. To oversee the Library's (significant) collection of teaching and children's resources, otherwise known as the Teaching Resources Collection.

2. To manage the collection management and development of the Teaching Resources Collection, including the selection, cataloguing, classification and stock-editing of all book and non-book materials.

3. To oversee the management of the Teaching Resources Collection budget.

4. In liaison with academic teams, to actively promote and publicise the Teaching Resources Collection to the BGU community, e.g. by delivering user education, co-organising events, contributing to teaching sessions and providing a specialist enquiry service.

5. In liaison with academics, to identify and make available appropriate resources from the Teaching Resources Collection to support practical activities in BGU lectures and/or seminars.

6. To systematically liaise with colleagues from the Student Advice department over the identification and support of students with specific learning difficulties in relation to their use of the Library. To oversee, coordinate and develop services designed to assist students with specific learning difficulties in their use of the Library.

7. To routinely respond to user enquiries, in person, via the telephone, or online; to contribute to the provision of an enquiry desk service; to plan, deliver, and assess the effectiveness of user education sessions (1-to-1 and group) as required.

8. As a member of the professional team, to act as a subject librarian. To liaise with allocated programme teams to identify and address resource and user education requirements, compile orders, catalogue and classify incoming stock, ensure that subject guides are kept up-to-date, and oversee the expenditure of associated budgets.

9. As a member of the professional team, to contribute to the Library's annual business planning process, and, in doing so, contribute to the implementation of University strategies such as the Learning, Teaching and Assessment Strategy and the Research Strategy.

10. As a member of the professional team, to coordinate and implement projects associated with the remit of the post (outlined herein), and as identified in the Library's annual business plan. To this end, to enlist the help and supervise the work of para-professional team members where appropriate.

11. As a member of the professional team, to represent Library Services and/or the University on internal groups and committees, at external events and on relevant professional networks and groups, as appropriate.

12. To maintain current awareness of issues affecting the profession and the sector to make the most of opportunities for personal and professional development.

General tasks:

13. The post holder must comply with the University's Financial Regulations, Equal Opportunities Policy, Race Equality Policy, Health and Safety Welfare Policy and other relevant University policies, legislation and best practice.

14. At all times, maintain professional standards in relationships, demonstrating a commitment to upholding Equal Opportunities and Diversity principles.

15. To undertake any appropriate training which may be required to enhance performance in relation to the duties of the post, attend staff development sessions and participate in an annual appraisal process.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Bishop Grosseteste University

PERSON PROFILE: Teaching Resources Librarian

E = Essential D= Desirable, A= Application, T= Test, I=Interview

		E	D	Method of testing A/T/I
Qualifications and Knowledge	▪ A first degree or postgraduate qualification in the field of information & library management.	✓		A
	▪ A Chartered member of CILIP.		✓	A
	▪ Experience of working in an academic library.		✓	A/I
	▪ Experience of academic subject liaison.		✓	A/I
	▪ Experience of delivering library services for young people.	✓		A/I
	▪ A sound knowledge of children's literature.	✓		A/I
	▪ An up-to-date working knowledge of the UK education system, particularly in relation to schools and initial teacher education (ITE).	✓		A/I
	▪ Knowledge of cataloguing and classification principles.	✓		A/I
	▪ Experience of collection management.	✓		A/I
Competencies and skills	▪ Excellent organisational and information retrieval skills.	✓		A/I
	▪ Strong critical and analytical skills.	✓		A/I
	▪ Good communication skills.	✓		A/I/T
	▪ Good promotional skills.	✓		A/I/T
	▪ A confident and competent user of information technologies.	✓		A/I/T
	▪ Able to manage a busy and diverse workload, prioritising and responding to urgent situations effectively.	✓		A/I
	▪ Able to work independently and as part of a team and to build and sustain good working relationships.	✓		A/I
	▪ Proactive, self-motivated and flexible.	✓		A/I
	▪ Conscientious and hard-working.	✓		A/I