



## JOB DESCRIPTION

<b>Job Title:</b>	Head of Academic Liaison
<b>Department / Unit:</b>	Library Services
<b>Job type</b>	Full time (maternity cover)
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	Deputy Director (Library)
<b>Accountable for:</b>	Team of Library Information Consultants (x 6)
<b>Purpose of the Post</b>	
<p><b>Head of Academic Liaison:</b></p> <p>Leadership and development of the Library's team of Information Consultants and services within the context of the academic requirements at Royal Holloway.</p> <p>To work with the Deputy Director (Library) and colleagues across the library and broader Student &amp; Academic Services directorate to contribute to the overall development of the strategic direction for Liaison, teaching and researcher support.</p> <p>Building effective working relationships between a range of designated academic departments and the Library, assisting the Information Consultants in taking forward initiatives with their assigned departments.</p> <p>Building effective working relationships across a range of Professional Services departments to ensure an excellent student experience.</p> <p><b>Information Consultant for the School of Business and Management:</b></p> <p>Build effective working relationships between a range of academic departments primarily from the School of Business and Management.</p> <p>Creation and delivery of information skills teaching and training to a range of users across the College</p>	

## **Key Tasks – Head of Academic Liaison:**

### **Academic Liaison**

- Co-ordinating the services of the team of Information Consultants to meet the evolving needs of academic departments, through providing customer focused services of high quality to meet academic department needs in support of teaching, learning, e-learning and research.
- Leadership and management of the academic liaison team including training and development.
- Overseeing the development of the training provided to students and researchers, pursuing its integration into the curriculum across the academic spectrum, and ensuring that high quality training is delivered in innovative and accessible ways.
- Building relationships with key stakeholders within the Student and Academic Services Directorate.

### **Enquiry Service**

- Liaise with Head of Customer Services to ensure there is an effective Enquiry Service

### **Collection Development**

- Overseeing the collection and content development in all formats to meet the teaching, learning and research needs of the needs of academic departments, working with the Head of Acquisitions and Content Delivery. This also includes ensuring that information resources portfolio stays within the information resources budget.
- Collection development and management of information resources in business and management subject areas, in consultation with academic staff.
- Identifying and managing library stock relegation and management projects to assist the Library in managing space and to maintain the currency of stock on open shelves. This is done in conjunction with the Collection Management Working Group.
- Involvement in local, regional and national collection development and shared access initiatives.

### **Staff Development**

- Oversee the work of the Staff and Workforce Development Group , and the training budget for external conferences, courses etc.
- Co-ordinating Library policy and entitlements with regard to external course providers.

### **Planning and Development**

- Contributing to Library planning and strategy as a member of the Library Management Team.
- Identifying and providing management information (reports, analysis and interpretation), such as national survey feedback, training delivery, user experience analysis.

### **Information Consultant**

- Design and delivery of information skills teaching and training as a part of academic course and module teams in the School of Business and Management, as well as other Schools as required.
- Developing an awareness of information sources, including electronic services in the subject areas and promoting access to, and advising users on, these sources where appropriate.
- Promoting and delivering services to meet the particular needs of staff and students in a range of departments and as part of a team in line with the strategic priorities of the Library.
- Representing the Library through attendance at Departmental Staff/Student meetings; holding regular meetings with and providing regular budget information for the relevant Departmental Library Representatives in academic departments.

### **General**

- Participation in Library and College project work and activities, as required, to meet the University's strategic aims and goals.
- Liaison with external projects and bodies to represent the Library in national developments (as appropriate) and to contribute to continuing professional development.
- Maintenance and enhancement of professional knowledge through attendance at conferences, keeping up-to-date with the professional literature, publications and other relevant professional activity to identify best practice elsewhere.
- Carrying out such other duties and responsibilities as the line manager or Director of Library Services may reasonably require.

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

<b>Internal and external relationships</b>
The following list is not exhaustive, but the post holder will be required to liaise with: <ul style="list-style-type: none"><li>• Academic Staff</li><li>• Students</li><li>• Other Professional Services Staff</li><li>• Professional partners and networks, such as Senate House Library.</li></ul>