

JOB DESCRIPTION



Job Title:	Subject Liaison Librarian (0.8FTE)
Job Ref:	LIB857
Campus:	Hendon
Grade:	Grade 6
Salary:	£32,893 - £37,722 per annum including Outer London Weighting pro-rata
Period:	Permanent
Reporting to:	Liaison Manager
Reporting to Job holder:	Not applicable

Overall Purpose: To play a key role in providing Library support for the academic work (including research activities) of the students and staff of specified departments within a School.

To develop the collections and to enhance the student experience in accordance with the teaching and research priorities.

Principal Duties:

1. To develop close links with specified departments within a School, ensuring that a significant amount of time is spent within the School, for example by attending meetings, boards of study, formal and informal events, research seminars as appropriate, liaising with academic and administrative staff so that the role holder becomes embedded within the daily life of the School.
2. Deliver information skills sessions for students of the specified departments to ensure the effective use of Library and Student Support (LSS) services, resources and facilities, taking into account the changing needs of students and advances in technology.
3. Provide an expert advice service using a range of formats including drop-ins, appointments, open surgeries etc. using appropriate technology to meet student learning needs.
4. Support academic staff and researchers in a specified School's departments, by assessing their information needs and providing appropriate support.
5. To promote and support all Library and Student Support services and initiatives within specified departments and provide systematic feedback to senior members of the Library.
6. Take responsibility for the management of the resources, supporting specified School departments. Liaise closely with members of the Collections team to ensure that new materials are purchased in numbers and at times which will best serve student needs.
7. Review subscriptions in both print and online regularly in collaboration with other members of Library Services as well as appropriate academic staff in the specified departments to ensure collections develop in accordance with teaching and research priorities.
8. To manage the information resources budget for designated subject area(s) and contribute to decision making about future spending by analysing management information.
9. Assist the Liaison Manager in the selection and recruitment of staff.
10. Participate in the development and delivery of information literacy programmes using new and emerging technologies to support students and staff of the School and University.

11. In collaboration with members of the Library Services directorate, develop:
 - Self-instructional materials for students and staff in the use of learning and information resources in hard copy and online.
 - Online information and support through web sites, the Visual Learning Environment (VLE) “Libguides” and “Ask a Librarian”
12. Work with members of Library Services and other colleagues within LSS in the development of special projects relating to learning and teaching support, acting as a team member or where appropriate as team leader.
13. Promote and support the use of the Research Repository in collaboration with other members of the Library.
14. Take part in departmental and University activities which occur during evenings and at weekends such as teaching sessions, open evenings etc.

Other Duties:

15. Develop professional interests associated with the needs of the University, including maintaining a good understanding of relevant national/international trends, strategies and initiatives in the higher education sector.
16. To undertake any other duties and specific projects as may reasonably be required by senior staff of the Library Services Directorate.
17. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
18. The postholder will actively follow Middlesex University policies including Equality & Diversity policies.
19. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

PERSON SPECIFICATION

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The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

Essential Requirements:

Education, Qualifications, Experience, Knowledge, Skills & Aptitude

- E.1 Hold a degree / post-graduate qualification in Librarianship/ Information Science. (S)
- E.3 Experience of delivering academic support services or equivalent. (S) & (I)
- E.4 Experience of designing and delivering information skills training workshop (S) & (I).
- E.5 An awareness of current issues in higher education. (S) & (I)
- E.6 Excellent communication, liaison and presentation skills (P)
- E.7 Possess excellent organisational skills (I)
- E.8 Excellent IT skills, including Word, Excel and Outlook and be able to apply them to meet the needs of the School's students and staff. (S) & (I).
- E.9 Demonstrable understanding of the practical and pedagogical issues facing university staff and students. (S) & (I)
- E.10 A positive approach to team working (I)
- E.11 Possess a proactive and flexible approach to working in a complex, busy environment (I)
- E.12 Able to demonstrate a professional attitude and interest in professional issues & continuing professional development (S) & (I).
- E.13 Able to build effective working relationships. (I)
- E.14 Demonstrate a positive interest and approach to customer service (S) & (I).
- E.15 Demonstrable commitment to fairness and the principles of equality and inclusion (S) & (I).
- E.16 Able to attend meetings and deliver teaching at the weekend and in evenings subject to the needs of the service. (I)

Desirable Requirements:

- D.1 Have a degree or relevant subject specialist experience in a subject area relevant to the post (S)

D.2 Hold a teaching qualification (I)

D.3 Hold membership of Chartered Institute of Library and Information Professionals (I)

D.4 Experience of working with library resources budgets (I)

Equality Diversity and Inclusion

Essential:

Demonstrable commitment to fairness and the principles of equality and inclusion.

Hours: 28 hours per week actual daily hours by arrangement. Some evening and/or weekend working may be required.

Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas. Annual leave for part-time staff is pro-rata.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements, the duties/ location of this post and the role of the post-holder may be changed after consultation. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

Recognition of teaching and support role in higher education:

Librarians who do not hold a teaching qualification will normally be expected to achieve one within two years. This may be achieved by a PGCHE or equivalent programme of study.

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

No Parking at Hendon campus: there are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

If you wish to apply for this post please complete an application form found here:

<http://www.mdx.ac.uk/Assets/MUapform.doc>

If you wish to discuss the job in further detail please contact Adam Edwards,

A.edwards@mdx.ac.uk .

If selected for interview, you will hear directly from someone in the Service, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.