

Faculty/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Academic Engagement Librarian
Grade	6
Post to which directly responsible	Academic Engagement Manager
Posts for which directly responsible	None
Purpose of Job	
<p>To work in partnership with Schools and other Services to ensure LLS is meeting their needs, taking a proactive approach to developing and maintaining trusted relationships with a range of stakeholders. To identify strategic opportunities for LLS to support Schools to deliver outcomes for the University, connecting Schools to the full range of LLS support and resources.</p> <p>To advocate on behalf of LLS, promoting services and resources to users, and providing a conduit for information to/from the service, acting as a first point of contact for staff into LLS. To work with stakeholders to identify needs and ensure that LLS services and resources are aligned to School learning, teaching and research priorities. To ensure that LLS is highly visible beyond its physical sites through frequent presence in Schools.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To build and maintain positive and ongoing relationships with academic and professional colleagues Schools, establishing effective communication channels, in order to provide advice on and connect them to LLS teams, services and resources. 2. To build and maintain a good understanding of School needs, drivers and priorities and ensure these are fed back to LLS, as well as actively identifying where LLS could add value, instigating partnership working between Service and School colleagues. 3. To maintain a good understanding of all areas of LLS (current and planned) and how they can support the University; and to liaise with LLS colleagues on School needs and priorities, maintaining positive ongoing relationships across all Library teams to support the two-way flow of information and ideas and alignment of strategic priorities. 4. To develop and provide tailored updates, data and reports to Schools, analysing and summarising a range of information from across LSS, including annual and mid-year reports. To provide information in a range of formats to engage colleagues effectively, including providing specific guidance for new staff members. 5. To participate in and contribute to validation, review, and quality assessment events and to prepare and collate appropriate documentation about facilities and services for them. 6. To represent LLS and actively participate in appropriate University and School committees and Student Assemblies, ensuring an effective exchange of communication, advocating for all LLS services and actively gathering feedback to enable continuous service improvement in line with user need. 7. To take ownership for of issues and problems from specific customer groups (e.g. a School) and ensure prompt resolution in liaison with relevant LLS teams. 	

8. To contribute to and support University and School-led priorities, projects and initiatives, representing LLS.
9. To report on and discuss information resource provision with academic staff in Schools, to ensure LLS acquires and provides access to high quality, value for money resources which support current learning, teaching and research activity.
10. To develop a good understanding of learning, teaching and research activities of the Schools to ensure the successful exploitation of the LLS's resources and the reading list system, working with LLS's Resources Team.
11. To lead and participate in relevant staff development activities, to develop new skills and competencies to meet the changing needs of the service, and to mentor staff and student workers as required.
12. To lead and contribute to the work of various project groups, including directing student workers to deliver project outcomes where required.
13. To supply reports and statistics as required by managers and to evaluate services to support continuous improvement and quality assurance initiatives.
14. To ensure compliance with appropriate legislative requirements including licensing, data protection and copyright.
15. To represent Library and Learning Services in a positive and professional way, participating in Library and University activities such as clearing, open days, welcome, graduation and other relevant events.
16. Performance of other duties commensurate with the grade of the post as directed by a senior manager.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Health and Safety

You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.

Physical Conditions

The Academic Engagement Team works across both City and Headingley campuses. A limited amount of home working may be possible. Appointment is to Library and Student Services and the postholder will be expected to work flexibly across services and campuses as appropriate.

Relationships

Line Managed by the Academic Engagement Manager, and accountable to the Head of Engagement and Resources. The postholder will work closely with staff and managers across the service and will work with and support the academic, administrative, technical and managerial staff of the University.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations

arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 6 (£XXX) pro rata. On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement begins at 38 days pro rata.
Hours of work per week = 37

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Closing Date

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact the HR Recruitment Team on either 0113 8121821 or HRrecruitment@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Academic Engagement Librarian	Grade 6
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. A degree; a qualification in librarianship or information management or substantial equivalent experience in a Higher Education library setting	✓	Application
2. Experience of engaging and collaborating with academic colleagues and of building and maintaining effective relationships	✓	Application / Interview
3. Proven IT skills, in particular for the presentation and communication of information.	✓	Application / Interview
4. A strong understanding of academic engagement within higher education libraries and ongoing knowledge of learning, teaching and research issues affecting higher education and their significance for academic libraries.	✓	Application / Interview
Performance Attributes Please note that all the following criteria are essential.		Method of Assessment (Application/ Interview/Test/Other)
PLANNING AND ORGANISATION		
5. Ability to work flexibly to deadlines and without supervision; to manage complex workloads and take initiative; and with a positive and flexible approach to changing priorities.		Application / Interview
SERVICE DELIVERY		
6. Proven ability to build engaging and influential relationships with key partners to deliver agreed outcomes.		Application / Interview
7. Proactive and customer-focused approach to problem-solving and continuous improvement in service delivery.		Application / Interview
TEAMWORK		
8. Ability to work co-operatively as a member of a multi-disciplinary team and across a range of teams within the service and University.		Application / Interview
COMMUNICATION		
9. Excellent diplomatic, negotiating and influencing skills and strong interpersonal and communication skills. The ability to take a proactive		Application / Interview

<p>approach to working in partnership with a range of colleagues in support of learning, teaching and research.</p>	
<p>LEARNING & DEVELOPMENT</p> <p>10. Appreciation of the importance of developing new skills, and of keeping up to date with developments in the sector. A willingness to train new staff and to mentor colleagues.</p>	<p>Application / Interview</p>
<p>Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.</p>	