

School/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Copyright Librarian
Grade	5
Post to which directly responsible	Academic Engagement Manager
Posts for which directly responsible	None
Purpose of Job	
<p>To provide advice, guidance and training on copyright legislation and licensing agreements for learning, teaching and research.</p> <p>To contact and seek clearances from licensing agencies and rights owners.</p> <p>As part of the Academic Engagement Team, to advocate on behalf of LLS, promoting services and resources to users.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. To design, develop and deliver in-person and digital training sessions and resources (e.g. web, video) to support colleagues, students and researchers in the use of copyright and licensed material in learning, teaching and research, and in the use of library and research technologies. 2. To provide colleague and student support (by telephone and email) in the use of copyright and licensed material in learning and teaching, and in the use of library and research technologies. 3. To promote, advocate for, and support stakeholder engagement with LLS services, systems and resources, representing LLS at School and student meetings as appropriate, and liaising on issues relating to the copyright and licensing of library materials in particular. 4. To provide advice on the use and storage of digitised materials e.g. book chapters and alternative formats, to ensure scanned resources are accessible and licence compliant. 5. To proactively liaise with course teams regarding their learning, teaching and research requirements relating to copyright and licensing. Document these requirements and progress relevant actions. 6. To contact rights owners to determine cost of clearances, advise colleagues regarding use and budget accordingly. 7. To act as a CLA (Copyright Licensing Agency) Licence co-ordinator, liaising with the CLA over licence renewal and implementation, data collection and invoicing, and scheduled digitisation system tasks. 8. To support data collection and analysis in relation to quality assurance initiatives and annual reporting to ensure compliance with service standards and target training / service development. 9. To provide excellent customer service to users of our services, systems and resources, e.g., digitised content, resource discovery, research management, repositories, and associated technologies. 	

10. To comply with all legislative requirements including web accessibility, data protection, copyright, intellectual property, licensing and related University regulations and procedures.
11. To work collaboratively with colleagues and external suppliers to achieve University and Library and Learning Services' objectives.
12. To participate in relevant personal development activities to gain new skills and competencies to meet evolving service needs. To keep up to date with sector colleagues and professional developments in the fields of education, research, copyright and licensing, and relevant technologies.
13. To assist in the training and mentoring of colleagues.
14. 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.
15. To undertake any other duties commensurate with the grade as requested by senior managers.

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.

Safety, Health and Wellbeing

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

Physical Conditions

The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus). Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.

Relationships

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 5. (£) 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 28 days.

Hours of work per week = 37

Probationary Period

Appointment to this position may be subject to a probationary period of up to 6 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.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact the People Services Team HRServiceTeam@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

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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
1. A degree or postgraduate qualification in a relevant field e.g. digital, library, IT, research technology. Or proven, substantial, relevant professional experience / certification.	✓	Application
2. Experience of using and supporting users and technologies e.g. library platforms, digitised content systems and research systems.	✓	Application / Interview / Presentation
3. Experience of delivering face to face and digital colleague and student development, and evidence of the ability to create complementary training materials	✓	Application / Interview / Presentation
4. Awareness of copyright, licensing and intellectual property rights and their application, including current sector practice and challenges.	✓	Application / Interview / Presentation
Performance Attributes		Method of Assessment
Please note that all the following criteria are essential .		
PLANNING & ORGANISATION		Application / Interview / Presentation
5. Ability to ensure own and project workloads are organised to meet tight deadlines by setting clear objectives, planning work activity and monitoring progress.		
SERVICE DELIVERY		Application / Interview / Presentation
6. Evidence of a commitment to the provision of high-quality services, including experience of monitoring service standards, continuously improving technologies to enhance service quality and encouraging feedback to provide a positive user experience.		
TEAMWORK		Application / Interview / Presentation
7. Ability and enthusiasm for leading and contributing to multi-disciplinary project teams and networks within and beyond our university on complex projects involving diverse user requirements.		
COMMUNICATION		Application / Interview / Presentation
8. Excellent interpersonal skills and an ability to convey complex information and ideas in an accessible and engaging way with a range of internal and external contacts using a range of training delivery / communication methods.		

<p>CREATIVITY & INNOVATION</p> <p>9. Ability to take a leading role in identifying, documenting, analysing, developing, implementing and evaluating initiatives to improve processes in order to enhance service delivery.</p>	<p>Application / Interview / Presentation</p>
<p>LEARNING & DEVELOPMENT</p> <p>10. Demonstrate self-awareness and active engagement with own personal and professional development to support the requirements of stakeholders in a higher education environment. Willing and interested in developing own understanding of copyright, licensing and intellectual property laws and rights.</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.</p>	