

<b>Faculty/Service</b>	<b>Library and Learning Services</b>
<b>Section</b>	<b>Academic Engagement and Resources</b>
<b>Post Designation</b>	<b>Information Resources Officer</b>
<b>Grade</b>	<b>3</b>
<b>Post to which directly responsible</b>	<b>Resource Delivery Team Leader</b>
<b>Posts for which directly responsible</b>	<b>None</b>
<b>Purpose of Job</b>	
<p>To provide timely and effective access to information resources through the efficient acquisition, renewal, and organisation of print and electronic resources throughout their lifecycle.</p> <p>To improve service delivery through working with suppliers and system providers, and through the effective use of library, reading list and supplier systems.</p>	
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Process new reading lists to ensure optimum access to learning resources through appropriate selection of suppliers and acquisition methods and identify any resource gaps.</li> <li>2. Provide specialist advice and guidance to users on the best use of or access to information resources to support their learning, teaching or research, often following referral from the frontline service.</li> <li>3. To proactively work with colleagues to ensure continuity of service, and building strong working relationships within and across teams, sharing information and expertise.</li> <li>4. Use a range of systems and equipment accurately and confidently to deliver and develop services. These may include library management, information resource, financial, learning, digitisation and inter-library loan systems.</li> <li>5. Provide excellent customer service at all times, communicating in a friendly and helpful way, tailored to the needs of the user.</li> <li>6. Process, arrange and reshelve new library stock quickly and efficiently to maximise availability.</li> <li>7. Develop knowledge and skills, share expertise and train new or existing staff or placements.</li> <li>8. Provide a high quality, continuously improving, customer focused service through collating and analysing data and feedback and via maintaining an awareness of library and Higher Education developments.</li> <li>9. Represent the team, Library and Learning Services and the University in a positive and professional way. Participate in University activities such as clearing, open days, welcome, graduation and other relevant events.</li> <li>10. Know how and when to refer to other stakeholders across Library and Learning Services and the University, understanding how the team supports and interacts with them and who the key contacts are.</li> </ol>	

11. Any other duties commensurate with the grade of the post.

<b>Equal Opportunities</b>
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.
<b>Health and Safety</b>
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.
<b>Physical Conditions</b>
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 you will be expected to work flexibly across services and working locations as appropriate.
<b>Relationships</b>
You will work closely with managers and staff in the services and the University to support the operations of Library and Learning Services.
<b>Terms &amp; Conditions</b>
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 3. 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 26 days  Hours of work per week = 37
<b>Probationary Period</b>
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.
<b>Pre-employment Health Assessment</b>
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**

**XXXX (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.

<b>Post Title</b>	<b>Information Resources Officer</b>	<b>Grade 3</b>
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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.

<b>Qualifications, Skills, Experience &amp; Knowledge</b>	<b>Essential</b>	<b>Method of Assessment</b> (Application/ Interview/Test/Ot her)
1. Degree or equivalent experience in a relevant field of work	✓	Application
2. Experience of working in a role requiring a high level of attention to detail	✓	Application/ Interview/ Test
3. Experience of using a range of IT systems, software, and equipment accurately and confidently. These may include library management, financial and learning systems	✓	Application/ Interview/ Test
4. Ability to move and organise library materials including <ul style="list-style-type: none"> <li>- organising resources in detailed numerical and alphabetical order</li> <li>- physical ability to move materials, trolleys and deliveries</li> </ul>	✓	Application/ Interview

<b>Performance Attributes</b>	<b>Method of Assessment</b> (Application/ Interview/Test/O ther)
Please note that all the following criteria are <b>essential</b> .	
<b>PLANNING &amp; ORGANISATION</b>	
5. Ability to organise self or others, taking a flexible approach to changing priorities or unexpected situations	Application/ Interview
<b>SERVICE DELIVERY</b>	
6. Ability to collect and use information and feedback to make informed decisions, recommendations and choices to improve services within a customer-facing environment	Application/ Interview/ Test
<b>TEAMWORK</b>	
7. Ability to supervise a team or area of work and to build strong working relationships within and across teams, sharing information and expertise	Application/ Interview

<p><b>COMMUNICATION</b></p> <p>8. Evidence of excellent interpersonal skills to act as a positive representative for the team, service and the University</p>	<p>Application/ Interview</p>
<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>9. Ability to use a range of problem-solving techniques, and to think creatively when presented with complex situations</p>	<p>Application/ Interview</p>
<p><b>LEARNING &amp; DEVELOPMENT</b></p> <p>10. Evidence of commitment to training and continuing professional development, willingness to train others, and ensuring up to date knowledge of developments in the University and the higher education library sector</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 <a href="#">click here</a> for further details.</p>	