

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **Academic Services Librarian** |
| **School /Service** | **Library, Archives and Learning Services (LALS)** |
| **Grade**  | **E** |
| **Location and Hybrid working status** | **Stratford and Docklands** |
| **Reporting to** | **Academic Services Manager** |
| **Line management for**  | **n.a** |
| **Key working relationships: Internal**  | **Colleagues in LALS and across the university.** |
| **Key working relationships: External**  | **External users and contacts** |
| **Contract type/ Hours**  | **Full-time/Permanent** |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**Library, Archives and Learning Services (LALS)**

Library, Archives and Learning Services (LALS) features two campus libraries providing a range of study spaces and a wealth of online resources and services. LALS has consistently improved its National Student Survey (NSS) scores and has received praise from students for its services, including learning and teaching. We provide an environment which encourages Library staff to explore and apply new technologies, particularly in terms of enhancing learning and teaching support for our diverse community of learners.

**ABOUT THE JOB**

The Academic Services Team supports academics and students across the university by working with colleagues to develop responsive and inclusive services and collections that meet evolving learning, teaching, and research needs.

The Academic Services Team collaborates closely with the Digital Services team to develop and maintain discoverable, relevant, and inclusive collections. You will also work with the Scholarly Communications Manager to support research activities within Schools.

**JOB PURPOSE**

Based across both the Docklands and Stratford campuses, the postholder will design and deliver inclusive, engaging learning resources in a variety of formats to support both synchronous and asynchronous teaching of critical information skills. A strong understanding of critical information literacies is essential, as are an awareness of AI literacy, a commitment to fostering digital literacy skills, and an understanding of the ethical use of emerging technologies.

**KEY DUTIES AND RESPONSIBILITIES**

* To liaise closely with Schools developing an understanding of their learning, teaching, research and knowledge exchange requirements for library, information and learning support.
* To manage the allocated library materials budget effectively, working within agreed limits to maintain an appropriate balance of expenditure on print and electronic media.
* To participate in and contribute to the relevant School committees and fora, and to gather and respond to feedback from individual library users, ensuring their requirements inform service planning, improvement and innovation.
* To develop services for both on- and off-campus users (including partner institutions) and to support both traditional and electronic learning experiences as part of our initiative to widen participation and enhance access.
* To manage and develop our collections, archives and electronic information services through selection, replacement and relegation, ensuring continued relevance to the academic needs of the Schools and an appropriate balance of print and electronic resources.
* To develop and deliver information and learning skills training programmes for both students and academic staff, using new technologies and innovative approaches to ensure the widest possible participation.
* To proactively encourage the use of the wide range of traditional and electronic services we provide by working with academic staff to embed information skills training within the curriculum.
* To develop and provide learning materials in a range of media using appropriate learning technologies and tools for welcome sessions, information skills training and publicity purposes. To update and maintain help and support information relating to school or subject areas on the library intranet and LibGuide pages.

The duties and responsibilities outlined above provide a general overview of the range of tasks that an Academic Services Librarian at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| *Educated to degree level* | **[x]**  | **[ ]**  | **A/C** |
| *Professional qualification in librarianship, information science, or related discipline* | **[x]**  | **[ ]**  | **A/C** |
| Experience/Knowledge |  |  |  |
| *Experience in library and/or information services provision* | **[x]**  | **[ ]**  | **A/I** |
| *Experience of liaison, collections, electronic resources and information skills delivery* | **[x]**  | **[ ]**  | **A/I** |
| *Experience in a HE Library* | **[ ]**  | **[x]**  | **A/I** |
| *Knowledge of information sources and/or use in education or training* | **[ ]**  | **[x]**  | **A/I** |
| Skills/Abilities |  |  |  |
| *Excellent communication and negotiation skills, oral and written* | **[x]**  | **[ ]**  | **A/I/P** |
| *Excellent IT skills including use of library management systems, Microsoft Office applications, electronic databases*  | **[x]**  | **[ ]**  | **A/I** |
| *Knowledge and ability to use learning technologies and tools when appropriate in Learning and Teaching* | **[x]**  | **[ ]**  | **A/I** |
| *Ability to teach and support learners in small and large groups* | **[x]**  | **[ ]**  | **A/I/P** |
| *Excellent organisation skills, with the ability to plan, prioritise and organise work to meet deadlines* | **[x]**  | **[ ]**  | **A/I** |
| *Commitment to providing excellent customer service* | **[x]**  | **[ ]**  | **A/I** |
| Other Competencies required  |  |  |  |
| Ability to establish positive working relationships with a range of individuals, including contacts in other departments and outside the University | **[x]**  | **[ ]**  | **A/I** |
| *Experience of being supportive and encouraging others in a team, developing and sharing knowledge, actively contributing to the team with a pro-active approach to delivering team results* | **[x]**  | **[ ]**  | **A/I** |
| *Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment* | **[x]**  | **[ ]**  | **A/I** |
| *Ability to undertake evening and weekend working* | **[x]**  | **[ ]**  | **A/I** |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.