



## Job Description

**Post/Job Title:** Academic Liaison Librarian

**Ref:** 527 / 0005027851

**Location:** The Sir Michael Cobham Library

**Faculty/Professional Service:** Academic Services

**Group/Section:** Academic Liaison Team, Library and Learning Services (LLS)

**Normal hours per week:** 37

(Some flexibility will be required to ensure that key time scales and deadlines are met).

**Grade:** 5

**Accountable to:** Faculty Librarian

**If this role comes has contact with apprentices, the postholder must be familiar with our Safeguarding Policy and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.**

### Job Purpose

This role delivers tailored library resources, advice and academic skills teaching. The role also contributes to the delivery of team objectives, which may include research data management; open access outputs; academic skills development; researcher support; archives and special collections; collection development; guidance materials; and peer assisted learning.

### Main Responsibilities

The post-holder will work closely with Faculty Librarians to provide library liaison for the faculties, and will:

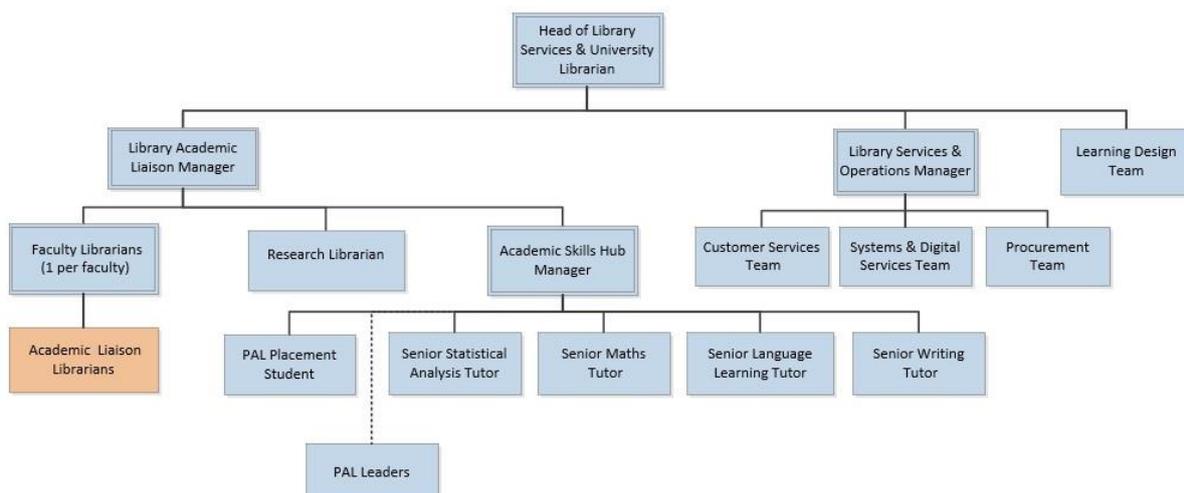
1. Contribute to the development and delivery of inclusive, face-to-face, blended and hybrid teaching of information and digital literacies and academic skills, including in-curriculum teaching, workshops, 1:1 appointments, online activities and materials to enhance learning.
2. Undertake collection management for subjects across the faculties. Evaluate, select, acquire, archive and withdraw library resources, ensuring that resources are relevant, ordered efficiently and in formats that provide best value and access.
3. Support the use of digital tools to enhance subject resource knowledge, discovery, and student engagement with reading.
4. Contribute to the delivery of researcher support through providing advice and guidance; research skills sessions; and raising awareness of open access (OA), research data management (RDM) and the institutional repositories (BURO and BORDaR).

5. Represent Library and Learning Services (LLS) at faculty meetings, committees and working groups, including programme meetings, and liaise with LLS colleagues to respond to issues as delegated by the Faculty Librarian.
6. Contribute to LLS projects and participate in BU working groups and committees as required.
7. Contribute to the delivery of LLS enquiry services, including staffing virtual enquiry services; and responding to advanced subject enquiries.
8. Keep up to date with relevant professional developments, share learning with LLS staff through development activities, and contribute to the professional knowledge base, for example, through online forums, publication, or conference presentations.
9. Any other duties as may reasonably be required by the Library Academic Liaison Manager or Head of Library Services & University Librarian.

In addition, the post holder will contribute to **ONE** or **MORE** of the following areas depending on service need:

10. Development of specialist knowledge to provide leadership, technical development and expert advice in identified library systems (e.g. reference management)
11. BU's Peer Assisted Learning (PAL) scheme, by providing training and support for student PAL Leaders.
12. Development and delivery of teaching programmes and materials for institution-wide researcher and skills development programmes.
13. Institutional repository (BURO and BORDaR) editorial teams, liaising with researchers to support the deposit of research outputs and research data, and ensure compliance with BU policy.
14. Development of and access to BU's special collections and archives
15. Development of Academic Services' continuing professional development programme

## **Organisation Chart**



## **Dimensions**

Prepare and deliver teaching and academic student support  
 Achieve fellowship of AdvanceHE (e.g. HEA Fellow)

**Contacts** *Internal and external, including level*

**Internal:**

LLS colleagues up to Head of Library Services and University Librarian  
Students  
Researchers  
Faculty colleagues up to Executive Dean  
Students and researchers  
Research & Innovation Services  
Academic Services colleagues up to Academic Registrar  
Other professional services including IT, Legal Services, Student Services  
Students Union Bournemouth University (SUBU) and student representatives

**External:**

Publishers, suppliers and information providers  
SCONUL/CILIP special interest groups  
Advance HE/Jisc special interest groups  
Relevant education enhancement, library and research organisations

**Challenges** *What are the most difficult, complex or challenging parts of the job*

- Delivering face-to-face, online and/or hybrid teaching to small and large groups of students
- Working in partnership with faculty librarians, academics and students to balance the learning resource and Library teaching needs of the faculties with available funding and staff resource.
- Actively engaging with rapidly changing models for information provision and developments in education to keep BU at the forefront of innovation.
- Developing effective, funder compliant systems and services that enable researchers to deposit open access research data and outputs.
- Working within a matrix environment with colleagues across LLS to deliver a cohesive and effective service to students and staff.

**Information Governance Responsibilities**

Data User

i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

**Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

**Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

**November 2025**



## Person Specification

Post / Job Title: Academic Liaison Librarian	Post No: 0005027851
Faculty / Service: Academic Services	Date: November 2025
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Undergraduate degree or equivalent qualification (e.g. apprenticeship)	E
Qualification in librarianship, information science or information management and/or relevant work experience at an appropriate level in a library or information service	E
Experience of library and information work	E
Knowledge of the learning and teaching needs of higher education	E
Experience of developing library services or support for a wide range of users	E
Knowledge of technology enhanced learning and its potential for enhancing library services	E
Teaching experience or relevant teaching qualification	D
Fellowship or willingness to achieve fellowship of AdvanceHE (i.e HEA Fellow)	D
Experience of delivering academic skills or study skills support	D
Knowledge of supporting research activities in higher education libraries	D
Knowledge of information relating to the subject portfolio of the Faculty	D
Skills	
Effective communication skills	E
Excellent interpersonal skills	E
Excellent IT skills, including MS Office	E
Good training skills	E
Attributes	
Team player	E
Flexible approach	E
Ability to work on own initiative	E
Ability to train and develop colleagues	E
Commitment to personal and professional development	E
Commitment to supporting the development of solutions and services which foster inclusivity	E