

Job Description

Post/Job Title:	Faculty Librarian
Ref:	POSN 0005036391
Location:	The Sir Michael Cobham Library and Weston 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:	6
Accountable to:	Library Academic Liaison Manager
Responsible for or supervises:	Academic Liaison Librarians (up to 2.0 FTE)
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 manages relationships and business between the faculty and Library and Learning Services (LLS) and manages Academic Liaison Librarians in developing library resources and support that enhance learning and teaching, research and professional practice. With strategic guidance from the library senior management team, the post has a lead role for one or more of the following areas - research data management; academic skills; researcher support; archives and special collections or collection development.

Main Responsibilities

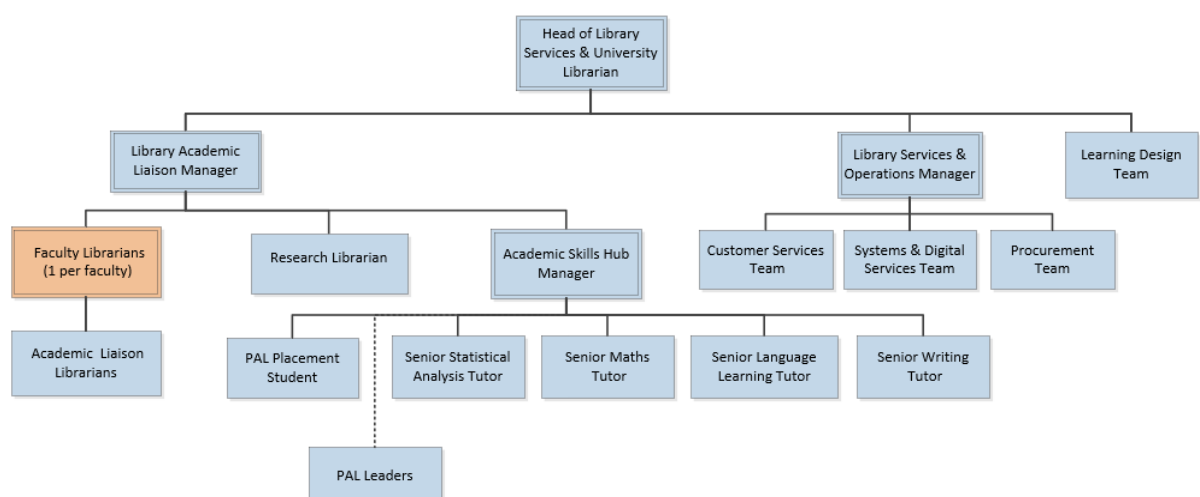
1. Manages Academic Liaison Librarians to lead the development and delivery of library resources and learning services for the faculty.
2. Manage LLS services for curriculum development in the faculty and advise on the integration of relevant and appropriate learning resources and academic skills teaching throughout curriculum design, evaluation and delivery.
3. Coordinate, develop and deliver inclusive, face-to-face, blended and hybrid teaching of information and digital literacies and academic skills for the faculty, including in curriculum teaching, workshops, 1:1 appointments, online activities and materials to enhance learning.
4. Engage key stakeholders and user groups from the faculty through staff and student inductions; outreach and promotional events; formal and informal liaison and networking; and social media to develop relationships that enhance BU's learning resource and support priorities.
5. Use digital tools to promote and enhance subject resource knowledge, discovery, and student engagement with reading and library services.

6. Liaise with the LLS senior management team and faculty executives to manage library resource budgets for the faculty and advise LLS on resource acquisition.
7. Manage the evaluation, selection, acquisition, archive and withdrawal of materials in the library collections for the faculty and represent their needs in the development of BU's collection policies and plans.
8. Coordinate the delivery of research support for the faculty including, developing research collections; delivering researcher skills; promoting open access and deposit of research outputs in the institutional repository (BURO) and data in the research data repository (BORDaR).
9. Manage LLS representation at Faculty meetings, committees and working groups, including programme meetings, and programme evaluation and review events.
10. Coordinate the collection of a range of management information from the faculty to inform the development of collections and support including statistics that enable benchmarking (e.g. SCONUL).
11. Keep up to date with relevant professional developments and contribute to the professional knowledge base through publication, conference presentations and social media.
12. Any other duties as may reasonably be required by the Library Academic Liaison Manager and Head of Library Services & University Librarian.

In addition, the post holder will provide leadership in **ONE** or **MORE** of the following areas depending on service need:

13. Manage the development of BU's research data repository (BORDaR). Work with Research & Innovation Services (RIS) and other BU partners, to facilitate data deposit in compliance with funder and HEFCE/REF requirements.
14. Manage the development and delivery of teaching programmes and guidance to support library and information literacy skills development of researchers. Work with the Doctoral College to provide library services for the postgraduate research community.
15. Manage the development of and access to BU's special collections and archives. in line with BU and statutory requirements, and in collaboration with external partners.
16. Coordinate development of information literacy and Library academic skills (e.g. referencing and use of generative AI) for taught students as part of the Academic Skills Hub. In partnership with the Academic Skills Hub Manager, develop and promote the workshop programme.
17. Contribute to the delivery of the PAL Leader Facilitation Course to support BU's Peer Assisted Learning (PAL) programme

Organisation Chart



Dimensions

Management of the Faculty Library Team, comprising Academic Liaison Librarians
Management of circa. £500,000 annual Faculty library resource budgets (plus advice on research resources)
Circa. 5000 students per faculty
Manage, prepare and deliver teaching and student support
Achieve fellowship of AdvanceHE (e.g. HEA Fellow)

Contacts

Internal:

LLS colleagues up to Head of Library Services and University Librarian
Students
Researchers
Faculty colleagues up to Executive Dean
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*

- Creating effective partnerships with academics and students
- Balancing the learning resource and Library teaching needs of the Faculty 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 and promoting effective, funder compliant systems and services that enable researchers to deposit open access research data and outputs.
- Working within a matrix support environment with colleagues from other areas of the Library 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 barred 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 the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

September 2025



Person Specification

Post / Job Title: Faculty Librarian		Post No: 0005036391
Faculty / Service: Academic Services		Date: September 2025
SELECTION CRITERIA		Essential / Desirable
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
Knowledge of the learning and teaching needs of higher education		E
Experience of developing services for a wide range of users e.g. postgraduates and researchers		E
Knowledge of technology enhanced learning and its potential for enhancing library services		E
Teaching qualification or relevant teaching experience		E
Fellowship or willingness to achieve fellowship of AdvanceHE (i.e HEA Fellow)		E
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		
Excellent communication skills, written and verbal		E
Excellent interpersonal skills and self-awareness		E
Excellent IT skills, including MS Office		E
Planning and organisation skills		E
Leadership skills		E
Budget management skills		E
Human resource management skills		D
Attributes		
Team player		E
Flexible approach		E
Ability to work on own initiative		E
Ability to motivate and develop staff		E
Commitment to personal and professional development		E
Commitment to sharing good practice and being a reflective practitioner		E
Commitment to developing solutions and services which foster inclusivity		E