

Job Description

Post/Job Title:	Academic Liaison Librarian
Ref:	POSN 0005027803
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 and advice for a portfolio of subjects within the faculties, as well as 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:

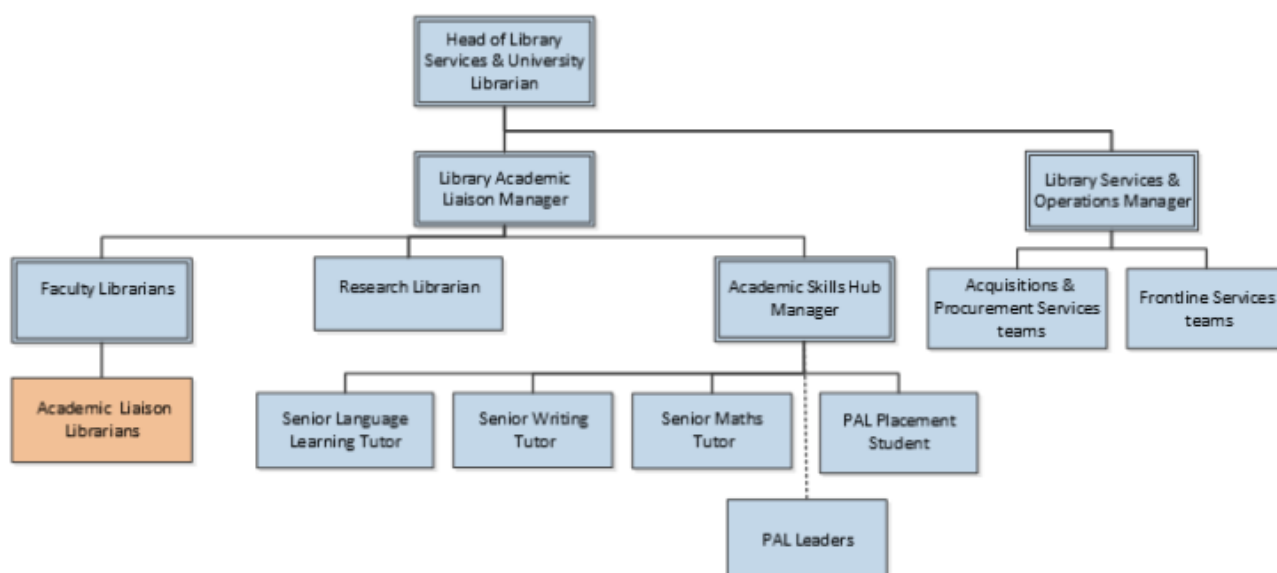
1. Contribute to the development and delivery of inclusive, face-to-face, blended and hybrid teaching of information and digital literacies and academic skills, including online activities and materials to enhance learning.
2. Undertake collection management for a portfolio of subjects. Evaluate, select, acquire, archive and withdraw library resources, ensuring that resources are ordered efficiently and in formats that provide best value and access.
3. Support the use of digital tools (including reading lists and guidance), to enhance subject resource knowledge, discovery, and engagement with reading for faculty.
4. Contribute to the delivery of researcher support for faculty 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 Framework/ Programme/Departmental 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 on a rota basis; 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.

- 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:

- Development of specialist knowledge to provide leadership, technical development and expert advice in identified library systems (e.g. reference management)
- BU's Peer Assisted Learning (PAL) scheme, by providing training and support for student PAL Leaders.
- Development and organisation of teaching programmes and materials for institution-wide researcher and skills development programmes.
- 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.
- Development of and access to BU's special collections and archives
- Development of Academic Services' continuing professional development programme

Organisation Chart



Dimensions

Support circa. 4,250 students per faculty

Prepare and deliver c. 100 hours teaching and academic student support per annum

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

Faculty colleagues up to Executive Dean

Students and researchers

Research Development & Support (RDS)

Learning Technologists in Fusion Learning Innovation and Excellence (FLIE)

Academic Services colleagues up to Academic Registrar

Other professional services including IT, Legal 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
- Creating strong and effective partnerships with academics and students to balance the learning resource and support needs of the Faculty with available funding and staffing.
- 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 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

(IT Services only if on the on call rota)

When on-call, staff must:-

- *be expected to be within one hour travel time of the University*
- *be fit and available for work at all times.*
- *Be available for contact at all times and mindful of areas where mobile reception is poor*

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 Equality & Diversity 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.

October 2024



Person Specification

Post / Job Title: Academic Liaison Librarian	Post No: 0005027803
Faculty / Service: Academic Services	Date: July 2024
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
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
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