**Job title**
Librarian (Teaching & Learning Support)

**Job family and level**
Administrative, Professional and Managerial Level 4

**School/Department**
Research and Learning Services, Libraries

**Location**
Hallward Library, University Park Campus (Team will be working from home and campus from mid-June due to COVID-19)

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**Purpose of role**

The purpose of the role is to support the continual development and delivery of an information literacy skills teaching programme (online and face to face) for taught course and research students during the 2021/22 academic year. This role directly supports the University’s teaching and learning strategy, through the teaching and development of information skills and digital literacies, widening participation, social responsibility and community building. The role holder will be involved in the ongoing design and delivery of specialist teaching materials and online learning resources which will be targeted directly at students, as well as teaching staff who will be encouraged to embed these resources within the taught curriculum. In addition, the role holder will work with the team to deliver live teaching sessions and provide a regular programme of online support. The role holder will be required to actively collaborate with colleagues across Libraries and the wider University.

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**Main responsibilities** (Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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1. **Information Literacy teaching and learning support**

   Activities to ensure the efficient and effective delivery of an online and face to face teaching and learning framework:

   - Contribute to the design, ongoing development and implementation of a suite of information skills sessions (online and face to face) – that meets the needs of undergraduate, taught postgraduate and research postgraduate students at key points in their University journeys, from new starter to graduation.

   - Collaborate with academic colleagues across all Faculties to ensure effective delivery of an information skills programme for taught course students at targeted points within the academic curriculum that: matches directly with coursework requirements; reflects module learning outcomes; and adopts a scaffolding approach.

   - Plan, create and develop teaching and learning resources, particularly online, which include the use of audio, video and interactive technologies, and that: reflect online pedagogies and University-wide digital learning strategies; support and engage students within an online environment; and can be delivered both synchronously and asynchronously.

   - Deliver effective information skills teaching in online (remote training and desktop sharing) and face to face (lecture theater, classroom, computer room) environments, that is engaging, interactive, inclusive and accessible.

   **75%**
- As an online facilitator, regularly review student engagement on our NOOC (Nottingham Open Online Course) for taught postgraduates – ‘On Course for Your Masters’ – and provide effective feedback to support, guide and encourage independent development of information literacy skills.
- Collect and evaluate information to enable an ongoing review of information skills teaching (online and face to face), adapting provision and identifying new opportunities as appropriate, to ensure continued support for the teaching and learning needs of both academic staff and students.
- Develop new services and products to further support, enhance, and evaluate library teaching and information literacy programmes within a teaching and learning framework.
- Explore new approaches to information skills development and pilot these as part of wider University initiatives as appropriate.
- Collaborate with key stakeholders across Libraries and the wider University, to aid the implementation of University-wide information literacy strategies.
- Input into promotional and communication activity aimed at increasing awareness of and participation in information literacy services.
- On behalf of Libraries, contribute to the development of initiatives in support of widening participation, social responsibility and community building, coordinating inputs from across the Department and liaising with University stakeholders (e.g. school visits).

### 2 Project planning and project management

Lead on identified projects within the team that will further develop and enhance teaching and learning services delivered by the team. Tasks will include the following:

- Facilitating agreement of project scope, goals, deliverables and success criteria.
- Design, planning, and delivering the programme/projects, employing appropriate methodologies and project tools (e.g. MS project, SharePoint).
- Co-ordination of the activity of internal and external project/work stream leads.
- Monitoring and reporting.
- Initiation and management of programme/project meetings.
- Development of milestone and operational project plans for team and project stakeholders.
- Identification of project risks/issues and the creation of appropriate mitigation plans and/or escalation actions.

### 3 Wider contribution

Contribute to the development of Libraries teaching and learning support service development and Libraries strategy, communication and engagement:

- Actively participate in the Teaching and Learning Support team to facilitate management of, and communication within, the section.
- Liaise with colleagues throughout Libraries to maintain awareness of potential developments and plan for their implementation.
- Propose, manage, and/or participate in Libraries projects to enhance the service.
- Network with colleagues in other HE or external organisations to explore engagement opportunities and generate mutually supportive partnerships.
- Presentation of written or oral reports on projects and initiatives.
- Represent the team at Libraries/University working/collaborative groups and at national conference, committees, etc.
- Seek internal and external funding sources for development and innovation.

4 Other
- To actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required.
- Any other duties appropriate to the grade and role.

Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>- Ability to work in a team environment, supporting colleagues and sharing expertise.</td>
<td>- Knowledge and awareness of recent developments in HE, particularly, information literacy and academic skills development, widening participation, and social responsibility.</td>
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<td>- Ability to work to deadlines and deal with unforeseen issues and changing circumstances.</td>
<td>- Understanding and experience of the use of, and requirements for, information resources by students.</td>
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<td>- Organisational, planning, prioritisation and project management skills.</td>
<td>- Experience of supporting independent learning and skill development through online facilitation.</td>
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<td>- Ability to present complex concepts in a clear manner.</td>
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<td>- Ability to contribute to strategic planning.</td>
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<td>- Excellent IT skills (Microsoft Office applications, email, the web, software for developing online resources and remote teaching).</td>
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<tr>
<th>Knowledge and experience</th>
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<td>- Experience of working in an academic library.</td>
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<td>- Understanding of the information needs in HE.</td>
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<td>- Knowledge of teaching pedagogies, that can be applied both online and face to face.</td>
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<td>- Demonstrable experience of teaching information literacy skills to students in an HE setting, both online and face to face.</td>
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<td>- Demonstrable experience of using software for remote teaching and presenting (e.g. MS Teams,</td>
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| Adobe Connect, Echo360, Panopto, Collaborate) | Demonstrable experience of designing and creating asynchronous teaching and learning resources to support information literacy skills development in an online environment, including audio, video, and interactivity (e.g. PowerPoint audio, Camtasia, Xerte Toolkits, screen capture software).  
Demonstrable experience of developing strong working relationships with academic staff in HE to promote and support information skills development.  
Demonstrable experience of working with students in HE to support information skills development.  
Experience of working with colleagues across teams and from a range of professional backgrounds, including IT specialists.  
Demonstrable/proven project management skills, including working to deadlines, dealing with changing circumstances, influencing and negotiation, and taking ownership of outcomes.  
Experience of working across organisational boundaries. |
| -- | -- |
| Demonstrable commitment to the promotion of learning technology in HE.  
Demonstrable ability to identify new opportunities and creative solutions.  
Experience of supporting the QAA audits.  
Experience of leading/motivating project teams.  
Experience of project recovery – i.e. ability to analyse, trouble-shoot, and problem-solve. |
| Qualifications, certification and training (relevant to role) | Degree or equivalent.  
Library and information studies qualification or equivalent. |
| Postgraduate qualification.  
CILIP membership.  
Membership of Advance HE or a qualification in training / teaching and learning support. |
| Other | Critical thinking and problem solving.  
Enthusiastic and proactive ‘can do’ approach, with a willingness to be flexible and adaptable, to both audience and priorities.  
Customer focused. |
The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others