



<b>Job title</b>	Librarian, Collections	<b>Job family and level</b>	Administrative Professional and Managerial Level 4
<b>School/ Department</b>	University of Nottingham Libraries	<b>Location</b>	King's Meadow Campus

## Purpose of role

As a Librarian in the Collections team, you will provide guidance and training to Senior Library Advisers responsible for managing and developing library collections on a day-to-day basis. This includes acting as the first point of escalation for a busy email enquiry service which liaises with library colleagues, academics and students to select and facilitate access to new print and digital resources to support the research and teaching needs of the Faculties.

The Collections team leads on academic support for the online reading list system and promotes best practice guidance to ensure reading lists meet students' needs and inform purchase decisions. We manage the print collections within libraries and our off-site stores, using collection policies to guide decision making. This work includes annual consultations of stakeholders regarding the removal of low-use, final copy books and print journals under the UKRR scheme.

You will contribute to the regular review and development of services in line with customer needs and the Library Business Plan. Your role will sit alongside two other Librarian roles in the Collections team. You will work closely together to ensure that services develop efficiently and consistently, maintaining clear communication. With more than one Librarian role in the team, responsibilities are broadly outlined below; you will take a lead in agreed specific areas and indicative percentages may therefore vary accordingly.

	<b>Main responsibilities</b>	<b>% time per year</b>
1	<b>Staff management</b> You will ensure that team colleagues have what they need to provide a consistently excellent service by:	25%

	<ul style="list-style-type: none"> <li>• Training and supporting staff who regularly work remotely and across multiple libraries to provide consistently high-quality services.</li> <li>• Line managing a small team of Senior Library Advisers, a Library Adviser and a Collections Support Assistant to ensure that they are motivated and enabled to deliver the best service possible, by providing informal feedback, support with HR issues and conducting Appraisal and Development Conversations.</li> <li>• Providing specialist advice on procedures, policies and practices, developing practical solutions to problems as they occur in liaison with other Library colleagues.</li> <li>• Working constructively with Librarians and the Senior Librarian to ensure that staff and services are developed efficiently and consistently.</li> </ul>	
2	<p><b>Collection management and development</b></p> <p>You will provide operational support for all our collection management and development activities. Underpinning this will be:</p> <ul style="list-style-type: none"> <li>• A good working knowledge of relevant library systems (currently Alma and Talis Aspire)</li> <li>• An understanding of research and teaching information needs through liaison with Academic Library Reps and library colleagues.</li> </ul> <p>More specifically, you will facilitate the development of a current and useful collection through:</p> <p><b>Collection management and stock review</b></p> <ul style="list-style-type: none"> <li>• Monitoring the use of existing holdings using statistical information and a range of collection management tools and techniques to ensure ongoing relevance of resources and/or value for money.</li> <li>• Managing the Library's involvement in local and national collection initiatives (annual book stock and UKRR consultations).</li> <li>• Working with colleagues in the Library Customer Services section to facilitate the selection and movement of stock between libraries and store.</li> <li>• Managing the Library Central Store including liaison with external organisations regarding stock removals.</li> </ul> <p><b>Collection development and promotion</b></p> <ul style="list-style-type: none"> <li>• Contributing to decision-making to support Senior Library Advisers as they develop print and electronic collections, monitoring the book budgets via the Library Management</li> </ul>	50%

	<p>System, Alma, ensuring that spending reflects current and future teaching and research needs of the Faculty as accurately as possible.</p> <ul style="list-style-type: none"> <li>• Co-ordinating team activities around trials of new resources, contributing to reviews of existing subscriptions, being conscious of budgets and value for money, and driving evidence-based strategic purchasing of resources (to supplement development by direct suggestions, Demand Driven Acquisition and reading list purchasing).</li> <li>• Working with team colleagues to prepare any Faculty-level communications regarding resources (usually via Academic Library Reps), and similarly to other library teams.</li> <li>• Co-ordinating regular promotion activities about our collections via the website and social media.</li> <li>• Taking an end-user-centric approach, working with colleagues in Content and Discovery to ensure successful discovery and access of online resources via all of our systems.</li> </ul> <p><b>Teaching resources and support</b></p> <ul style="list-style-type: none"> <li>• Developing materials and co-ordinating support for academics in their engagement with reading lists, and reporting on this to key internal stakeholders.</li> <li>• Delivering small group training sessions (in person and online) advertised via the internal short courses route.</li> <li>• Pro-actively driving engagement with reading lists: contacting new academic staff, identifying key contacts at Faculty level, using communication opportunities to increase awareness amongst both academics and key library colleagues.</li> <li>• Producing and promoting best practice guidance to ensure reading lists meet students' needs and inform purchase decisions in terms of format and quantity.</li> <li>• Agreeing workflows for checking new reading lists with colleagues in Resource Acquisitions.</li> </ul>	
3	<p><b>Service development</b></p> <p>You will participate in new practices and service developments as we review and improve our systems and processes by:</p> <ul style="list-style-type: none"> <li>• Contributing ideas that develop quality and efficiency and liaising with colleagues from other teams and sections to provide an integrated and consistent service.</li> <li>• Reviewing procedures and processes to ensure lean working practices across workflows.</li> <li>• Ensuring the appropriate configuration of Collections workflows within Alma, in consultation with colleagues in other teams.</li> </ul>	15%

	<ul style="list-style-type: none"> <li>Proactively making suggestions and developing ideas to improve the service in line with the Library Business Plan.</li> <li>Participating in and leading cross-library projects and working groups</li> </ul>	
4	<p><b>Personal development</b></p> <p>You will pursue a programme of continuing personal development by:</p> <ul style="list-style-type: none"> <li>Maintaining an awareness of developments in library collections activities and techniques across the sector.</li> <li>Representing University of Nottingham Libraries at national groups and forums to ensure currency of relevant services, systems and developments.</li> <li>Ensuring the practical application of knowledge gained at training events and seminars, and cascading relevant information and knowledge to colleagues as appropriate.</li> </ul>	5%
5	<p><b>Other</b></p> <p>Any other duties appropriate to the level and role.</p>	5%

### Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>Evidence of organisational, administrative and time management skills, with an ability to prioritise complex demands well under pressure.</li> <li>Demonstrable analytical and problem-solving skills with the ability to deal with unforeseen issues and changing circumstances.</li> <li>Ability to embrace change and maintain and promote a positive attitude to implementing new policies and procedures.</li> <li>Evidence of good written and verbal skills and an ability to communicate clearly and concisely at all levels.</li> <li>Ability to work accurately and pay attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Ability to contribute to strategic planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work confidently on your own initiative and as part of a team.</li> <li>• Able to influence and motivate, working creatively, proactively and collaboratively with colleagues</li> <li>• Enthusiastic and proactive “can do” approach.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing and developing collections in a large or complex library.</li> <li>• Operational knowledge of collection management tools and techniques</li> <li>• Demonstrable use of Microsoft Office tools, in particular Excel for analytical purposes.</li> <li>• Practical experience of library management systems.</li> <li>• Practical experience of reading list systems.</li> <li>• Working knowledge of tools supporting resource discovery, specifically in a library context.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of academic library services within a large research-led university.</li> <li>• Practical experience of the Alma library management system and/or the Talis Aspire reading list system.</li> <li>• Knowledge of the principles of Library of Congress Subject Headings, and the LC Classification scheme, and their application.</li> <li>• Understanding of the information requirements and information-seeking behaviour of academics, researchers and students.</li> <li>• Experience of line management, including recruitment, training and development.</li> <li>• Experience of training small groups.</li> <li>• Experience of working with colleagues from a range of professional backgrounds, including IT specialists.</li> <li>• Experience of budget management.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• Qualification in library or information management, or substantial and directly relevant experience in a similar role</li> <li>• A Levels/degree or good standard of education including GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• CILIP-accredited postgraduate qualification in Librarianship or Information Management.</li> </ul>

	Maths and English at grade C or above, or equivalent	<ul style="list-style-type: none"><li>Member or Associate of Chartered Institute of Library and Information Professionals (MCLIP or ACLIP)</li></ul>
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## 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:

<b>Valuing people</b>	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
<b>Taking ownership</b>	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
<b>Always inclusive</b>	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

