



Job title	Library Adviser, Collections	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	UoN Libraries	Location	Kings Meadow Campus

Purpose of role

Working as a Library Adviser in the Collections Team, your role is fundamental to providing library collections which are embedded in teaching and learning. Reporting to the Collections Librarian, you will be part of a Team responsible for managing the print collections within our 7 libraries and our large, off-site Stores, using collection policies to guide decision making.

The Team takes the lead on academic support for the online reading list system and, together with other Library colleagues, works with academic staff in relation to reading list best practice, purchasing guidelines, and collection development policies. You will work as one of two Library Advisers within the Collections Team. The key focus of your role will be to provide much valued support for academic staff using the online reading list system including creating and editing lists. You will also work with Team colleagues more generally to manage and develop our library information resources, both physical and digital.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>You will provide support for academic staff with their online reading lists, working effectively with staff at all levels and providing high-quality customer service</p> <ul style="list-style-type: none"> ▪ Use the online reading list system to create new and edit existing lists ▪ Input reading lists submitted by academics through the email Support Service and provide first line support for all queries received via this route (referring academics to online support material where appropriate, and liaising with other Content & Discovery colleagues where needed) ▪ Take responsibility for the initial evaluation of reading lists entering the review process, to ascertain if any action is needed by other teams including liaising with list owners if details are incomplete or unclear ▪ Carry out housekeeping tasks within reading list processes (e.g. edit module codes and list names, bulk checking links) ▪ Work alongside Discovery and Access Systems colleagues to ensure details of modules are up to date and contribute to the 	60%

	<p>testing and evaluation of new enhancements to the reading list software</p> <ul style="list-style-type: none"> ▪ Liaise with colleagues in Learning Technology to ensure reading lists are correctly linked from Moodle ▪ Contribute to the process of providing online support for academic staff and students using the reading list system, including video tutorials 	
2	<p>You will support collections specific activities</p> <ul style="list-style-type: none"> ▪ Oversee the daily request service for items held in Store, directing these to the Library Adviser who deals with them and responding to any queries which may arise ▪ Handle occasional tasks in connection with Library vans (e.g. booking services, creating requisitions for fuel) ▪ Assist in data manipulation for collections analysis and activities (e.g. tidying and cross-checking lists of holdings) ▪ Respond to requests that come from other library teams or academics (e.g. how to request new resources) ▪ Check for stock anomalies and alert colleagues for library holdings record amendment ▪ Support a range of collection management activities in libraries and Stores associated with the annual stock review and UKRR processes. 	15%
3	<p>You will provide general administrative support</p> <ul style="list-style-type: none"> • Draw colleagues' attention to enquiries, referring to other Content & Discovery teams where more appropriate • Create general supplies requisitions and submit Estates works requests • Share general H&S section tasks (e.g. workstation checking) • Assist with organising events, training and meetings 	15%
4	<p>You will demonstrate a commitment to high quality service delivery</p> <ul style="list-style-type: none"> • Support colleagues in the short and long-term objectives of the Team • Contribute to the review of services, highlighting any discrepancies or improvements that might be made • Demonstrate a customer focussed 'can do' attitude • Assist in the training of new staff to familiarise them with procedures • Use email and University systems for communication and keeping up to date • Maintain an awareness of the library services as they develop 	5%
5	<p>You will pursue a programme of continuing personal development for the acquisition of specialist skills and knowledge required for your role.</p>	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills enabling you to work confidently and effectively with colleagues and customers ▪ Ability to work effectively and efficiently both alone and as part of a team. ▪ Ability to work well under pressure ▪ Appreciation of the high-quality standard of service provided to students and staff ▪ Commitment to meticulous accuracy and attention to detail in clerical tasks ▪ Effective time management and organisational skills ▪ Commitment to update knowledge and gain new skills quickly 	<ul style="list-style-type: none"> ▪ Ability to identify and resolve issues that arise on a day-to-day basis ▪ Ability to demonstrate curiosity, problem solving skills and the desire to improve processes and systems
Knowledge and experience	<ul style="list-style-type: none"> ▪ Working knowledge of using core IT systems (confident with Microsoft applications, email and the web) and especially familiarity with office use of spreadsheets ▪ Experience of library work OR experience working in a similar role ▪ Experience of working in a team 	<ul style="list-style-type: none"> ▪ Knowledge of Bibliographic Data and library classification schemes ▪ Knowledge of the Alma Library Management System or equivalent ▪ Knowledge of online reading list creation and use ▪ Experience of providing training or support ▪ Experience of working in Higher Education environment
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to at least GCSE level including Maths and English at grade C or above OR Significant previous work experience in a very similar role 	



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 open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

