Job title	Senior Library Adviser, Collections	Job family and level	Administrative, Professional and Managerial Level 3 (APM3)
School/ Department	UoN Libraries	Location	King's Meadow Campus

Purpose of role

As a Senior Library Adviser in the Collections Team, you will work with colleagues to select and provide access to print and digital resources to support the research and teaching needs of Schools and Departments. Informed by online reading lists, purchase suggestions from academics and researchers, and by monitoring usage of print and online resources, you will help ensure that required books, journals and other materials are made available in the library or online in a timely and efficient manner. This includes responding to enquiries to a busy email service which liaises with library colleagues, academics and students.

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. 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.

Your role will sit alongside two other Senior Library Adviser roles in the Collections team. You will work closely together to ensure that our core services are delivered efficiently and consistently, maintaining clear communication with one another. With more than one Senior Library Adviser 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.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from Black, Asian and Minority Ethnic backgrounds to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**You will co-ordinate the selection, management and promotion of a wide range of information resources to support the research and teaching needs of staff and students across all Schools and Departments**	30 %

	▪ Work with colleagues across Libraries and in particular the Resource Acquisitions Team to
	   ○ manage the handling of reading lists and resource requests from academic schools and departments to ensure that books and other materials required for learning, teaching and research are made available in the library in a timely and efficient manner
	   ○ prioritise the acquisition of other materials within the budgets available selecting new web-based and printed material
	   ○ make selection decisions based upon evidence of demand and agreed purchasing and collection policies
	▪ Contribute to the evaluation of existing resources (e.g. value for money, alternative access)
	▪ Use all available channels/opportunities to promote existing and new resources
	▪ Attend publisher review meetings to keep up to date with key publishing partners and inform purchasing decisions	

2	**You will manage existing physical stock to optimise the use of available space, working effectively with colleagues across Libraries and using appropriate metrics to implement a programme of ongoing stock evaluation** ▪ Deselect library stock within our collections or relocate it to off-site stores according to agreed collection development policies ▪ Review stock for unnecessary duplication across libraries ▪ Visit libraries on various campuses to do this work where necessary	20 %
3	**You will support Librarians in the agreement of and adherence to local and national collection policies** ▪ Guidelines and formulae to inform purchasing decisions ▪ Collection development policies for collection, stock review and donation ▪ UK Print Book Collection and UK Research Reserve	15 %
4	**You will provide support for academic staff who are creating and updating their reading lists** ▪ Deal with enquiries about the availability of specific texts ▪ Direct academic colleagues to support resources to help them create and maintain their online reading list ▪ Offer 1-1 training to academics where appropriate	10 %
5	**You will liaise with colleagues across the Content and Discovery section** ▪ To ensure that catalogues/discovery routes accurately reflect holdings and that access to resources is facilitated	10 %
6	**You will demonstrate a commitment to high quality service delivery** • 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 • Contribute to projects to improve services • Maintain an awareness of library services as they develop particularly with regard to collection management techniques	10 %

	▪ Liaise with staff from other sites and sections to provide an integrated and consistent service	
7	**You will pursue a programme of continuing personal development for the acquisition of specialist skills and knowledge required for your role.**	5 %

Person specification

	Essential	Desirable
Skills	▪ Excellent interpersonal and communication skills enabling you to work confidently and effectively with colleagues ▪ 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	▪ 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	▪ Working knowledge of using core IT systems (confident with Microsoft applications, in particular Excel, email and the web) ▪ Experience of library collections OR experience working in a similar role (e.g. Acquisitions, Metadata, subject liaison, publishing, library industry etc), Experience of the use of cloud-based library management systems, and the use of library online catalogues ▪ Experience of working in a team	▪ 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 working in an academic library environment, and of the typical University context
Qualifications, certification and training (relevant to role)	● 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	▪ Education to degree level ▪ Library qualification or certification (CILIP/City and Guilds etc)

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

Line manager	Librarian (Collections)
Role holder	**Senior Library Adviser**
Key stakeholder relationships	UoN Libraries staff　　Section Colleagues　　Academics, researchers and students