|  |
| --- |
| Recruitment Role Profile Form |

**Job Title:** Librarian (Teaching and Learning Support)

**School/Department:** Libraries, Research and Learning Resources (LRLR) – Research and Learning Services

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

**Salary:** £28,982 - £37,768 per annum, depending on skills and experience. Salary progression beyond this scale is subject to performance

**Contract Status:** Permanent

**Hours of Work:** Full-time

**Location:** Hallward Library, University Park

**Reporting to:** Senior Librarian (Teaching and Learning Support)

**Purpose of the New Role:**

The Librarian (Teaching and Learning Support) will deliver specialist library services in support of teaching and learning. The post holder will provide and promote a range of activities to include: information skills and digital literacies training and development; and, widening participation, social responsibility and community building.

As part of the LRLR Teaching and Learning Support team, the role holder will provide effective and efficient services to academics in support of the University’s teaching and learning strategy and transformation activities, working in collaboration with other librarians in the Research and Learning Services team, the LRLR Learning Technologies Section, with colleagues in the wider LRLR, and in partnership with the University colleagues supporting teaching and learning. The Librarian (Teaching and Learning) will also contribute to development projects in order make a demonstrable contribution to LRLR service development as a whole.

|  |  |  |
| --- | --- | --- |
|  | **Main Responsibilities** | **% time per year** |
| **1.** | **Developing and delivering teaching and learning support**  As part of a developing teaching and learning support framework the role holder will contribute to the development and delivery of the following specific activities and services:  *Information Skills*   * gather information to support an ongoing review of information skills teaching (with academic colleagues) and analysis of opportunities to target interventions at key points in the student lifecycle, supporting transition from school to University to employment * explore new approaches to information skills development and pilot as part of the wider University initiatives e.g. Transforming Teaching Programme (TTP). This may include supporting the analysis of curricula so that the Library provides specific interventions to cohorts, adopting a scaffolding approach * co-ordination, development, delivery and evaluation of excellent information literacy programmes and inputs into curriculum for taught course students and at key times for postgraduate researchers. Working in collaboration with University colleagues in academic support and skills development areas to aid the implementation of information literacy strategies across the University * supporting the evaluation of library teaching and information literacy programmes and develop new services and products * input into any promotional and communication activity aimed at increasing awareness of and participation in information literacy services   *Widening participation, social responsibility and community building*   * on behalf of LRLR, 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 | 75% |
| **2** | **Project planning and project management**  Proactively work with LRLR Research and Learning Services Team, colleagues in LRLR and University teaching and learning support stakeholders to agree the scope and shape of projects. Provide project management including management of project team members and the initiation, co-ordination and activity management to successful delivery. This will include management of all aspects of the project lifecycle including planning, delivery, and closure. Tasks will include the following:   * Facilitating agreement with senior management of project scope, goals, deliverables and success criteria * Compiling the business case and securing funding * Design, planning, and delivering the programme/projects, employing appropriate methodologies (e.g. PRINCE 2) and project tools (e.g.MS project, Sharepoint) * Co-ordination the activity of internal and external project/work stream leads * Line management of external contract resources and internal project team staff * Monitoring and reporting * Benefits management * Initiation and management of project/programme meetings * Development of milestone and operational project plans for team and project board/stakeholders * Identification of project risks/issues and the creation of appropriate mitigation plans and/or escalation actions * Management of the budgets to agreed tolerances | 10% |
| **3** | **Wider contribution**  To contribute to the development of LRLR teaching and learning support service development and LRLR strategy, communication and engagement:   * To actively participate in the Teaching and Learning Support team in order to facilitate management of, and communication within, the Section * To liaise with colleagues throughout LRLR to maintain awareness of potential developments and plan for their implementation * To propose, manage and/or participate in LRLR projects to enhance the service * Network with colleagues in other HE or external organizations to explore engagement opportunities in order to generate mutually supportive partnerships * Presentation of written or oral reports on projects and initiatives * Representation of the Team/Section on LRLR/University working/collaborative groups and at national conference, committees, etc.   Seek internal and external funding sources for development and innovation | 10% |
| **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 level and role. | 5% |

**Knowledge, Skills, Qualifications & Experience**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Degree or equivalent * Library and information studies qualification or equivalent | * Postgraduate qualification * CILIP membership * Membership of Higher Education Academy or a qualification in training / teaching and learning support |
| **Knowledge/Skills/Training** | * Knowledge of teaching pedagogies and learning styles * Understanding of the information needs in HE * Ability to work in a team environment, supporting colleagues and sharing expertise * Ability to work to deadlines and deal with unforeseen issues and changing circumstances * Organisational, planning, prioritisation and project management skills * Ability to present complex concepts in a clear manner * Ability to contribute to strategic planning * Excellent IT skills (Microsoft Office applications, email and the web) | * Knowledge and awareness of recent developments in the field of Higher Education, in particular information literacy and academic skills development, widening participation, and social responsibility * Understanding and experience of the use of, and requirements for, information resources by students |
| **Experience** | * Demonstrable experience of working with students and academics in HE to promote and support information skills development * Experience of delivering information skills sessions * Demonstrable/proven project management skills * Experience of working with colleagues from a range of professional backgrounds, including IT specialists * Experience of influencing and negotiation * Experience of working across organisational boundaries | * Experience of supporting the QAA audits * Demonstrable ability to identify new opportunities and creative solutions * Demonstrable commitment to the promotion of learning technology in HE * Thorough awareness of teaching methods employed within HE, especially with regard to e-learning * Experience of leading/motivating project teams * Experience of project recovery – i.e. ability to analyse, trouble-shoot, and problem-solve |
| **Other** | * Critical thinking and problem solving skills * Enthusiastic and proactive ‘can do’ approach * Team player and willingness to be flexible and adaptable, to both audience and priorities * Customer focused |  |

**Decision Making**

**i) taken independently by the role holder**

|  |
| --- |
| * Day to day management of relationships with academic stakeholders * Details of project implementation * Scheduling of work within agreed deadlines * Prioritisation of own workload * Event organisation, promotion and facilitation, and dissemination activities * Advising students in support of information skills development * Advising on the appropriate use and exploitation of dissemination tools/technologies * Anticipating difficulties, where they might arise and taking proactive measures to minimise their impact |

**ii) taken in collaboration with others**

|  |
| --- |
| * Strategic decisions on marketing and promotion of activities undertaken within the remit of the Team and Section * Identification and integration of new techniques or processes for enhancing teaching and learning support * Deadlines and priorities within projects * Trialling new services and systems, and changes in systems which impact LRLR services * Strategic training requirements to support information skills development * Implementation of standards and procedures for the Team |

**iii) referred to the appropriate line manager (Senior Librarian - Teaching and Learning Support) by the role holder**

|  |
| --- |
| * Approval to attend external meetings and courses * Issues significantly impacting on the work of other Groups, Teams or Sections * Final decisions on purchases from LRLR budgets * Approval of new production standards, techniques and processes which significantly impacts on the work of the Team * Strategic and policy issues, in particular where a change of policy may be required and including introducing new services or changes in existing services and procedures Significant issues relating to research support service delivery and standards * HR issues |

**Additional Information**

|  |
| --- |
| The role holder is based in the Teaching and Learning Support Team within the Research and Learning Section of LRLR. The role holder will build on and develop expertise in specific areas of teaching and learning support. The Librarian (Teaching and Learning Support) will work closely with academics and students at the University of Nottingham to understand their needs and develop and deliver support services aligned to pedagogies and the student lifecycle. The role holder will be vital to the success of the team and will require strong interpersonal skills and an ability and willingness to innovate. |