

Job Description

<Faculty Librarian>

<University Library>

Directorate of Learning, Teaching & Student Experience



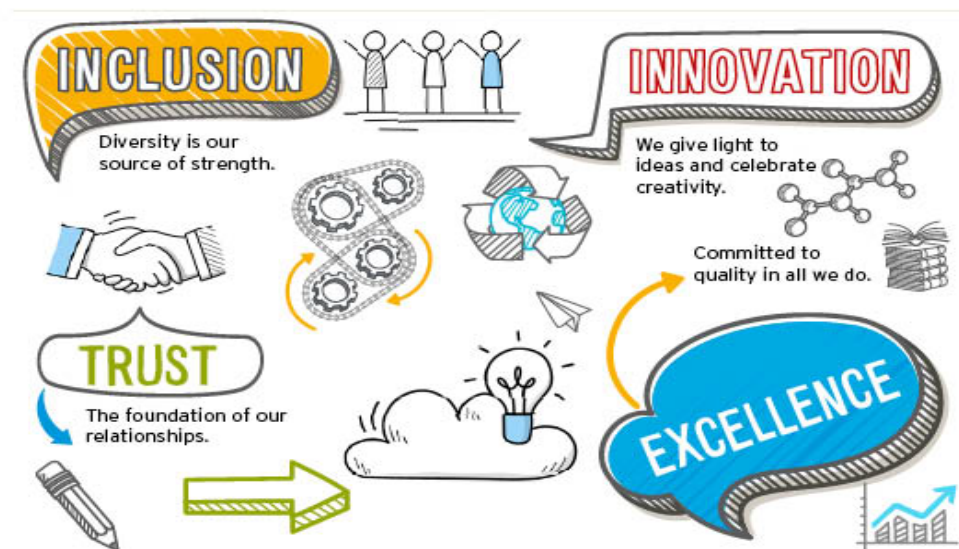
Brief summary of the role

Role title:	Faculty Librarian
Grade:	8
Faculty or Directorate:	Directorate of Learning, Teaching and Student Experience
Service or Department:	University Library
Location:	Main campus
Reports to:	Head of Library Academic Services and Research Support
Responsible for:	Subject Librarians (shared role with other Faculty Librarians)
Work pattern:	Full-time, hybrid.

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Level 6 Qualification e.g. Degree, or, Masters's degree (MA/MSc) in librarianship or information science, or equivalent level of experience.
Desirable	<ul style="list-style-type: none">• Teaching qualification or Fellowship of Advance HE• Membership of the Chartered Institute of Library and Information Professionals

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• A demonstrable desire and ability to place the user at the heart of everything you do to deliver quality services and experiences• Experience of academic liaison at all levels, productive partnership working and impactful academic committee membership• Experience of providing, maintaining and reviewing high quality information resources• Responsibility for managing finite budgets creatively and collaboratively• Proficiency in creating and delivering a wide range of engaging information skills teaching to library users at all levels, both on and off campus
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	<ul style="list-style-type: none"> • Experience in providing high quality, personalised enquiry services using a range of methods to suit the user • A proven track record in library service development and innovation • Understanding of the research lifecycle and the scholarly communications landscape with demonstrable strategies for keeping up to date • Evidenced ability to work as part of a high functioning team and to work collaboratively on university projects with different stakeholders • Proficiency in communicating and presenting information in a variety of ways relevant to different audiences
Desirable	<ul style="list-style-type: none"> • Experience of line management and / or supporting the development of colleagues • Project management and/or operational planning experience

Personal attributes

Essential	<ul style="list-style-type: none"> • A commitment to reflective practice and a keen interest in lifelong learning to support your own personal development and that of others • Self-starting, able to take a strategic lead on an area and inspire others to make effective contributions • Proven ability to deliver positively and flexibly during periods of change and ambiguity and to motivate
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	others to do the same
Desirable	

Main purpose of the role

- To act as librarian and first contact point for a Faculty, Research Institute and the University's Doctoral College with specific subject responsibilities for one or more Schools.
- To plan, provide for and review the library and information needs of students, staff and researchers working closely with colleagues across the library team and with related support teams in the university
- To act as an expert supporting the Library Leadership Group, providing strategic input to planning and service development and updating on Faculty and School initiatives and changing needs

Main duties and responsibilities

1. You will actively engage with all library users to ensure services and resources are optimized. This requires partnership working with Faculty and School staff through membership of strategic committees and boards (Learning and Teaching, Research, Postgraduate Researchers), project groups and via day-to-day operations. You will support subject librarians to liaise effectively and consistently at School level including their membership of staff student liaison committees (SSLCs)

You will closely monitor growth activities, including new programme developments and partnerships to ensure library expertise in providing a high-quality student experience is fully realised. You will ensure effective library involvement in programme approval, revalidation and quality assurance activities.

2. You will be responsible for maximising the use of library electronic and print collections to meet the existing and future information needs of all members of the university. You will oversee library resources purchasing for all Schools of the Faculty, taking an evidence-based approach to stock selection, subscription renewals and stock management using a wide range of user data and supplier information. This will involve carefully managing an annual budget and guiding the work of subject librarians. Your focus will be on delivering value for money and maintaining impactful library collections, fully aligned to teaching, learning and research needs. You will exploit your knowledge of library suppliers, access and licensing models, resource discovery and developments in the academic publishing landscape
3. You will have oversight of the planning, delivery and evaluation of student information skills development within academic programmes at all levels and modes of study, using a variety of approaches and working in partnership with teaching

teams and subject librarians. This will include delivery of information literacy teaching sessions and provision of individual / small group student enquiry work. This will also cover the selection or creation of supporting learning materials and guidance. You will ensure provision aligns with the Graduate Skills Framework and will collaborate with other university skills providers to ensure a seamless and holistic offer.

You will be responsible for the planning, delivery and continuous improvement of researcher and academic staff information and research skills and awareness in collaboration with other university skills providers. This will include delivering both generic programmes and support materials (for example, for new staff) and creating bespoke solutions according to need

4. You will provide line management for subject librarians within your team, and this may be a shared role with other Faculty Librarians. You will Inspire, motivate and coordinate the work of your Faculty team, to ensure the effective provision of high-quality services and resources for all library users. You will review and feedback on performance and champion the personal development of team members.
5. Working with library managers and other Faculty Librarians, you will oversee and deliver enquiry services including online information and guidance so that users receive targeted and timely support. This will require attention to continuous service improvement and adopting innovative approaches to the development of personalised support services.
6. Working with the Head of Library Academic Services and Research Support, you will provide targeted services and support for Postgraduate Researchers (PGRs), and research staff. This includes facilitating higher level information skills development, scholarly publishing guidance, promoting relevant library services and resources and sustained engagement with Research Institutes and research leaders. You will support significant university research endeavours such as the REF, working collaboratively with Research and Innovation Services colleagues (RaIS).
7. Working across the university and externally, you will provide library expertise to strategic developments and projects. This will typically focus on the continuous improvement of library services to consistently deliver quality user experiences. This may involve working individually to represent the library or working collaboratively with colleagues. You will liaise with members of the Library Leadership Group as appropriate and ensure colleagues are kept up to date.
8. You will lead and coordinate communications and engagement activities to students, staff and researchers including the use of appropriate analytics to ensure the persistent visibility of library services and widespread awareness of resources.

9. You will keep up to date with sector trends and developments that may impact on the library service at Bradford, disseminating information and updating colleagues as appropriate. You will actively engage in professional networks and personal development activities to facilitate intelligence gathering and the sharing of best practice.
10. As a university citizen, support key student events throughout the year such as Open days, clearing, enrolment, and Graduation
11. Respond constructively to occasional reasonable management requests to undertake additional duties and/or responsibilities that may not be explicitly detailed in this Job description.