



JOB DESCRIPTION

Job Title:	Subject Liaison Librarian
Ref No:	DLS20
Campus:	Hendon
Service:	Digital and Library Services
Grade:	6
Salary:	£37,357 per annum inclusive of Outer London Weighting rising to £42,653 incrementally each year
Hours:	35.5 hours per week, actual daily hours by arrangement (Some evening and/or weekend working may be required.)
Period:	Permanent
Reporting to:	Library Liaison Manager
Reports to Job Holder:	Not Applicable

Overall Purpose: To play a key role in providing Library support for the academic work, including research activities, of the students and staff of the University.

To develop the collections and to enhance the student experience in accordance with the teaching and research priorities.

Principal Duties:

1. To develop close links with specified departments within the faculties, ensuring that a significant amount of time is spent within the faculties, for example by attending meetings, Programme Voice Groups, formal and informal events, research seminars as appropriate, liaising with academic and administrative staff so that the role holder becomes embedded within the daily life of the faculties.
2. Deliver information skills sessions for students to ensure the effective use of Library services, resources and facilities, taking into account the changing needs of students and advances in technology.
3. Provide an expert advice service using a range of formats including drop-ins, appointments, open surgeries, enquiry work etc. using appropriate technology to meet student learning needs.
4. Support academic staff and researchers by assessing their information needs and providing appropriate support.
5. To promote and support all Library services and initiatives and provide systematic feedback to senior members of the library staff.
6. Take responsibility for the management of the resources, supporting Faculty departments. Liaise closely with members of the Content & Discovery team to ensure that new materials are purchased in numbers and at times which will best serve student needs.



7. Regularly review subscriptions, both print and online, in collaboration with other members of Library Services as well as appropriate academic staff to ensure collections develop in accordance with teaching and research priorities.
8. To contribute to decision making about future spending by analysing management information.
9. Participate in the development and delivery of information literacy programmes using new and emerging technologies to support students and staff of the faculties and University.
10. In collaboration with members of the Library Services directorate, develop:
 - a. Self-instructional materials for students and staff in the use of learning and information resources in hard copy and online.
 - b. Online information and support through online library guides, web sites and the Virtual Learning Environment (VLE).
11. Work with members of Library Services and other colleagues within the Digital and Library Services Directorate in the development of special projects relating to learning and teaching support, acting as a team member or where appropriate as team leader.
12. Promote and support the use of the Research Repository in collaboration with other members of the Library and Research Teams.
13. Take part in departmental and University activities which occur during evenings and at weekends such as teaching sessions, open evenings etc.

Other Duties:

1. Develop professional interests associated with the needs of the University, including maintaining a good understanding of relevant national / international trends, strategies and initiatives in the higher education sector.
2. To undertake any other duties and specific projects as may reasonably be required by senior staff of the Digital and Library Services Directorate.
3. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
4. The postholder will actively follow Middlesex University policies including Equality & Diversity policies.
5. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

PERSON SPECIFICATION

Job Title: Subject Liaison Librarian

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following selection criteria.

SELECTION CRITERIA:

Essential Requirements:

Education, Qualifications, Experience, Knowledge, Skills & Aptitude

1. Hold a degree / post-graduate qualification, or equivalent qualification, in Librarianship/ Information Science. (S)
2. Experience of delivering academic support services or equivalent. (S) & (I)
3. Experience of designing and delivering information skills training workshops (S) & (I).
4. An awareness of current issues in higher education. (S) & (I)
5. Excellent communication, liaison, teaching and presentation skills. (S), (I) & (P)
6. Excellent organisational skills (S) & (I)
7. Excellent digital skills and awareness of technology developments as appropriate to the role and an ability to apply them to meet the needs of the faculties' diverse students and staff. (S) & (I).
8. Demonstrable understanding of the practical and pedagogical issues facing university staff and students. (S) & (I)
9. A positive approach to team working (S) & (I)
10. Possess a proactive and flexible approach to working in a complex, busy environment (S) & (I)
11. Able to demonstrate a professional attitude and interest in professional issues and continuing professional development (S) & (I).
12. Able to build effective working relationships. (S) & (I)
13. Demonstrate a positive interest and approach to customer service (S) & (I).

Equality Diversity and Inclusion Essential:

1. Demonstrable commitment to fairness and the principles of equality and inclusion (S) & (I).

Desirable Requirements:

1. Experience of supporting students in the subject area of the relevant faculties at Middlesex University (S)
2. Hold a teaching qualification (S)
3. Hold membership of Chartered Institute of Library and Information Professionals (S)
4. Experience of working with library resources budgets (S) & (I)

Recognition of teaching and support role in higher education:

Librarians who do not hold a teaching qualification (e.g. FHEA) will normally be expected to achieve one within two years.

Terms and Conditions

Diversity

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

Flexibility

Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

Annual Leave

30 days per annum plus eight Bank Holidays and seven University Days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Travel to Hendon Campus

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Public Transport

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

Parking

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Parking for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Jamie Halstead, Library Liaison Manager, j.halstead@mdx.ac.uk