

Job Description and Person Specification



College Librarian

Salary:	£22,738 - £24,144 pa inclusive
Hours:	29 hours per week
Leave:	156 hours per annum plus public holidays plus up to 29 hours Christmas efficiency closure
Reports to:	E-Learning Development Manager
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: to lead in the provision of a comprehensive library service that is an integral part of the College curriculum and that supports teaching and learning; with specific responsibility for liaison with curriculum areas, acquisition, cataloguing and classification, LMS management and finance. In addition, the post has responsibility for the supervision of the learning resources assistant.

The main duties and responsibilities are to:

1. Deliver and promote excellent customer service in all areas of provision.
2. Contribute to staff induction and provide support to staff and students with using the library, its facilities and resources.
3. Use and promote e-resources to assist staff and students with information retrieval, including the use of subscribed databases and e-books, VLE and the internet.
4. Contribute to induction sessions for students at the start of their course. Provide small group or 1-1 information literacy sessions on request where operationally possible.
5. Liaise with Directors & Curriculum & Quality Team Managers, including attendance at course evaluation and curriculum development meetings to ensure Library resources and services serve all areas.
6. Undertake cataloguing, classification and subject indexing using Dewey 22, AACR2, and LCSH.
7. Supervise the work of the Learning Resources Assistant, allocating tasks, mentoring their professional development and offering support where required.
8. Develop and evaluate specific projects or reports designated by or agreed with the E-Learning Development Manager.

9. Assist the E-Learning Development Manager with Library Services budget planning.
10. Ensure budgetary allocations are adhered to and liaise with the finance department. Monitor all orders, deliveries and maintain financial records.
11. Manage the library management system (LMS), working in conjunction with the system provider and provide stock use age reports as requested by the E-Learning Development Manager.
12. Evaluate, select, order and process resources for all curriculum areas ensuring budgetary allocations are adhered to and carry out regular, stock revision and reports.
13. Implement and monitor desk procedures in consultation with the E-Learning Development Manager.
14. Occasional cover for iLearn assistant role - Provide support for students who are timetabled for independent learning (I-Learn), including the timely completion of class registers and liaison with curriculum staff to ensure that independent learning is fully supported.
15. Carry out any broadly comparable duties which may from time to time be required.
16. Adhere to and comply with the College financial regulations.
17. Promote a positive image of the college in all contacts with students, employers and professional bodies.
18. Undertake additional duties at enrolment, open days, awards' ceremonies and examination times as required.
19. Carry out any other reasonably duties which maybe required.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have the following educational and professional qualifications: Postgraduate Diploma or MA in Librarianship or Librarianship degree or equivalent qualification.
2. Experience of working in a frontline resources environment.
3. Experience of supervising frontline staff and the ability to motivate others
4. Have good social, teamwork and communication skills and the ability to relate to staff and students at all levels.
5. Have excellent organisational and administrative skills and able to demonstrate a systematic approach to tasks which are subject to deadlines
6. Be sufficiently assertive to maintain order and challenge disruptive behaviour in the library if necessary.
7. Be willing to undertake training and development as required within the role.
8. Have Good ICT skills and knowledge. Experience of working with online information sources, a computerised LMS, a word processing package and a spreadsheet package is required (the College uses MS Word and Excel)
9. Be willing to work flexible hours as necessary, including early starts and evening work.
10. A methodical and logical approach to work and be able to work to deadlines.
11. Have a good working knowledge and understanding of equal opportunities, Health & Safety and Data Protection legislation
12. Have an awareness of the safeguarding and prevent initiatives.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

We champion equality because it is the right thing to do.

Closing date: 22 September 2019
Reference No: 3LER001
Interview date: W/C 30 September 2019

Conditions of Service

Contract:	Permanent Part time
Salary:	£22,738 - £24,144 pa inclusive Please note the salary range for this post is points 32-34 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 32
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	156 hours per annum plus public holidays plus up to 29 hours Christmas efficiency closure.
Hours:	29 hours
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.