

JOB DESCRIPTION
Academic Liaison Librarian (Content), Library
Vacancy Ref: A2048

Job Title: Academic Liaison Librarian (Content)	Present Grade: 7
Department/College: Library	
Directly responsible to: Head of Academic Services	
Supervisory responsibility for: Supervision of short-term reports for projects and working groups, as part of a matrix management approach. No direct line management.	
Other contacts Internal: Library staff Students at all levels, individually and in groups Academic staff from any discipline ISS and other Professional Services staff Staff at partner institutions External: Staff in similar and related roles at other institutions Publishers and other content suppliers	
Major Duties: To ensure the Library provides for the information needs of staff and students of the University, developing collections to support teaching and research and supporting users to access and use resources. Academic Liaison duties shared with others in the Academic Services team will include: <ul style="list-style-type: none"> • Liaison with academic departments and communication with library users through a variety of channels • Monitoring and taking steps to enhance user satisfaction • Monitoring the effectiveness of services and contributing to their development and promotion • Representing the Library in University working groups and external collaborations and projects • Actively participating in staff development activities and providing training for other Library staff • Providing Library induction for new staff • Coordinating Library community engagement activities and visit days • Any other duties appropriate to the grade of the post Duties specific to the role will include: <ul style="list-style-type: none"> • Managing development of collections including contributing to developing Library collections policy and supporting departments to address significant, new resource needs for research and teaching • Identifying and responding to the resource requirements for partner institutions and for part-time and distance provision, including negotiating licence terms. • Increasing discovery and use of resources, by promoting and supporting use of OneSearch, Resource Lists, and Bibliographic databases, and through the development of subject guides • Providing individual enquiry services support to staff and students for the use of resources • Undertaking data-driven evaluation of new and existing collections to ensure their effectiveness and inform future procurement decisions • Managing small scale projects within the library and coordinating the activities of other library staff to extend access to resources, e.g. through provision of a digitisation service 	