## JOB DESCRIPTION
### Faculty Librarian, Library
Vacancy Ref: A3362

<table>
<thead>
<tr>
<th>Job Title: Faculty Librarian for the Faculty of Science and Technology (Teaching and Learning)</th>
<th>Present Grade: 7</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Library</td>
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<td>Directly responsible to:</td>
<td>Library Engagement Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Supervision of short-term reports for projects and working groups, as part of a matrix management approach. No direct line management.</td>
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### 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
- Schools and colleges

### Major Duties:
To ensure the Library provides for the information needs of staff and students of the University, through effective liaison, information literacy teaching and supporting users to access and use resources.

Faculty Librarian duties shared with others in the team will include:
- 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
- Providing individual support to staff and students via the Library enquiry service
- Contributing to Library and information skills programmes
- 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:
- Designing and delivering a programme of library training to develop information skills and digital literacies for students and staff in the Faculty of Science and Technology (FST), including online provision
- Contributing to curriculum development and design, working with academic staff to embed information and digital literacies learning and assessment within programmes
- Providing one to one and small group support for students in FST, particularly with reference to literature searching
- Contributing to developing the use of the Library environment to support teaching and learning
- Contributing to a Library induction programme, including induction for Part II students and PGT students
- Contributing to schools liaison activities including information and digital skills training
- Managing small scale projects within the Library and coordinating the activities of other library staff to provide Library support for teaching and Learning