

LIBF

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder:		Job Title: Library Specialist
Reports to: Head of Teaching and Learning Excellence		Location: London
Department: Faculty		Job Family: Team Leader & Specialist

SECTION 2

DEPARTMENT STRUCTURE

TBC

SECTION 3

OVERALL JOB PURPOSE

Responsible for the running and development of LIBF's library and information services, ensuring that both the online and on-campus library services meet the range of needs of students, academics and staff, and evolve as technologies advance and requirements change. Leads on the development and delivery of library support and information skills teaching to students undertaking programmes on our London campus, as well as Corporate Professional students and Apprenticeship learners, both on campus and online. Supports and collaborates with wider IU Library Services to deliver integrated and effective library services across a range of programmes.

SIZE/DIMENSIONS

Responsible for

- the day to day delivery of the LIBF e-library and on-campus services, including line management of the team;
- ensuring that students, academics and staff are appropriately supported by resources and by face-to-face and online information skills training opportunities;
- the management of the LIBF Library Services budget and acquisitions for selected LIBF programmes - £4,000 spending authorisation.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

- Manage, develop and motivate the Library Services team;
- Undertake and support the ongoing development of library resources and services, including acquisitions management for LIBF programmes as required;

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- Undertake and support a range of activities to champion the embedding of library services, resources, and support in all LIBF programmes;
- Ensure we have the processes and guidance to provide excellent customer support;
- Ensure that we make the best use of our services by analysing their performance and keeping the user base aware of the benefits of using them;
- Market and promote Library Services using a range of media;
- Design, deliver and support a range of coaching, development and training opportunities that support the different needs of the diverse customer base;
- Review, trial and implement any new products or resources;
- Manage relationships with external suppliers and negotiate the best possible costs and terms;
- Ensure associated contract, legal arrangements, restrictions and limitations are effectively observed and managed by library staff, and where appropriate providing guidance for students, academics and LIBF (these include, but are not limited to, copyright permissions and content licence agreements);
- Maintain and grow knowledge and experience in the latest thinking in academic library service delivery;
- Undertake any other duties that may reasonably be required.

CONTACTS AND INFLUENCE EXERCISED

- Managing the staff within the Library Services team.
- Liaise with colleagues, at all levels, to ensure that the library services meet the customer needs of today, and are being developed with a view to future requirements.
- Develop effective relationships and build rapport with a wide range of contacts, internal and external, to ensure that the team's work is understood and carried out effectively.

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	X
Has impact on The London Institute of Banking & Finance / Proshare objectives	

Examples of the decisions that are generally made by the job holder

- Prioritisation of the team's workload.
- Allocation and sign off of budgets relating to team's work.
- Review and recommendation of resources for purchase, subscription and renewal.
- Selecting the appropriate tools and technologies that The London Institute of Banking & Finance deploys as part of library support.

PERSON SPECIFICATION

Job Title: Library Specialist
Reports to: Head of Teaching and Learning Excellence
Department: Faculty

Qualifications, knowledge and professional memberships	Essential / desirable?	
Relevant qualification in library/information science or equivalent years of experience	E	
Educated to degree level or above (in a relevant discipline)	D	
Experience of managing a library service delivery – with at least some electronic library provision	E	
Knowledge/Experience of working within academic libraries	E	
Experience/knowledge of the higher education sector	D	
Committed to advancing own learning and CPD (and ideally holds relevant professional memberships)	E (D)	
Technical competencies (skills and experience)	Essential /desirable?	
Experience of managing, motivating and developing a team.	E	
Experience of delivering online library services.	E	
Experience of working with academics to embed library services into their teaching.	D	
Proficient in using a range of library research tools, and in critiquing them.	E	
Experience of sourcing, managing, and negotiating with external suppliers.	E	
Experience of providing proactive as well as reactive library services.	E	
Ability to confidently train and present; experience of delivering information skills teaching.	E	
Confidence in and enthusiasm for the use of technologies in library provision and support.	E	
Excellent PC skills to include Microsoft Office, and web authoring / content management.	E	
Excellent written skills and attention to detail.	E	
Familiarity of LIBF’s products, services and customers & a good understanding of the financial services environment.	D	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced
Communicating effectively	E	En
Business thinking	E	C

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Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	En
Managing quality and standards	E	C
Applying judgement and taking decisions	E	En

Signed (Job Holder)

Date

Signed (Line Manager)

Date