

Candidate Information

Position: Assistant Librarian (Medical Library)
School/Department: Information Services
Reference: 22/110072
Closing Date: Monday 15 August 2022
Salary: £34,304 - £40,927 per annum.
Anticipated Interview Date: Wednesday 14 September 2022

JOB PURPOSE:

To be responsible to the Medical and Healthcare Librarian for the performance of a range of duties associated with the provision of a library and information service to members of the University and to staff delivering Health and Social Care (HSC) across Northern Ireland.

MAJOR DUTIES:

1. Manage the Borrower Services Desk, including the Inter-Library Loan and Article Requesting service in the Medical and Biomedical Libraries; coordinate borrower services across the Healthcare Library branches.
2. Manage Borrower Services staff in the Medical and Biomedical Libraries, including staff development and training.
3. Engage in a range of activities/projects in relation to customer engagement and delivery of a high quality customer focussed service, with a particular focus on University and Health Service customers.
4. Contribute to the Library's Customer Service Excellence Group and ongoing accreditation in the CSE Standard.
5. Provide advice, assistance and information to library users to maximise uptake and exploitation of library services and resources.
6. Adopt a proactive approach to the identification of opportunities for developing new services and service enhancements to meet the needs of library users.
7. Meet quality service standards in the delivery of own and team work.
8. Ensure the effective maintenance of information and documentation, e.g. user documentation, teaching support materials, web pages, etc.
9. Contribute to the development and monitoring of Divisional and team strategies and plans. Maintain an awareness of relevant University strategies and plans.
10. Collect, analyse and present reports, statistics and results to inform decision making within relevant areas.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. A degree/postgraduate qualification in Librarianship, Information Studies or Information Management.
2. A minimum of three years recent (i.e. in the last six years).
3. Experience of working in a library.
4. Experience of delivering services to customers.
5. Demonstrable experience of using IT applications successfully in a library setting.
6. Detailed knowledge of a range of academic library operations and an understanding of trends in information management and delivery.
7. Detailed knowledge and understanding of relevant systems.
8. Excellent communication and interpersonal skills.
9. Ability to communicate with and relate to people at all levels, both internally and externally.
10. Strong commitment to customer service and ongoing service development.
11. Commitment to personal development.
12. Demonstrable ability to motivate self and others.

13. Proven ability to use initiative and judgement to arrive at consistent decisions.
14. Ability to plan and prioritise the work of the team.
15. Analytical and problem solving skills.
16. The post will involve regular evening work.
17. The post will involve visits to hospital sites across Northern Ireland.

DESIRABLE CRITERIA:

1. Recent (i.e. in the last 5 years) experience in a professional library post. Experience of staff management and supervision.
2. Experience of staff management and supervision.
3. Experience of working in a user support environment.