

Candidate Information

Position: Assistant Librarian
School/Department: Library Services and Research Support
Reference: 24/111718
Closing Date: Monday 25 March 2024
Salary: £37,841 - £45,148 per annum
Anticipated Interview Date: Wednesday 17 April 2024

JOB PURPOSE:

To be responsible to the Faculty Librarian (Medicine, Health and Life Sciences) for the development, delivery and promotion of the University's library and research support services for a designated group of academic staff and students, and Health & Social Care (HSC) Library members.

This post will be based at the Medical & Healthcare Library at the Royal Victoria Hospital, Mulhouse Building, Belfast.

MAJOR DUTIES:

1. Work as part of a team to provide specialist/professional advice on resource exploitation to Schools and individual students and academic staff in a designated subject area, and HSC Library members.
2. Develop, in consultation with (i) HSC professionals and/or (ii) academic staff, resources relevant to the teaching, research and professional needs of library users in the area supported; play an ongoing role in stock management and relegation in designated areas.
3. Design and deliver specialist training programmes for (i) HSC professionals and/or (ii) academic staff and students in a designated subject area or general information skills programmes for new staff and students.
4. Provide specialist/professional advice, information and assistance to customers to resolve problems and to maximise uptake and exploitation of library services and resources.
5. Liaise with designated (i) HSC professionals and/or (ii) Schools in relation to resource development, subscription review and other service development and customer support issues.
6. Adopt a proactive approach to the identification of opportunities for developing new services and service enhancements to meet the needs of library customers.
7. Ensure the effective maintenance of information and documentation, e.g. user support materials, teaching support materials, web pages, etc.
8. Promote Library services and resources through a range of activities and liaising with a range of HSC professionals across various sites.
9. Collect, analyse and present reports, statistics and results to inform decision making within relevant areas.
10. Meet quality service standards in the delivery of own and team work.
11. Contribute to the development and monitoring of Divisional and team strategies and plans. Maintain an awareness of relevant University strategies and plans.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. Professional qualification in library/information science or related area OR;
2. Substantial relevant experience in a similar role.
3. Significant relevant experience, including at least two of the following:
 - Working with electronic and printed resources to support a defined customer group
 - Training/teaching small or large groups
 - Working in an academic library.

4. Detailed knowledge of a range of academic library operations and an understanding of trends in information management and delivery.
5. Detailed operational knowledge of relevant systems – Library Management Systems; resource discovery tools and relevant subject databases.
6. Well- developed communication and interpersonal skills.
7. Ability to deliver presentations and write formal reports.
8. Must have a strong commitment to customer service and ongoing service development.
9. Must be committed to personal development.
10. Must have the ability to work as part of a team, understanding the impact that your work has on others.
11. Ability to work on own initiative and to plan and organise own work activities.
12. Analytical and problem-solving skills.
13. Must be able to work quickly and accurately under pressure.
14. The Medical & Healthcare Library post will require visits to HSC sites across Northern Ireland and therefore have access to a car.
15. Post will involve evening and weekend work.

DESIRABLE CRITERIA:

1. Experience of using computer software to develop user support materials.
2. Experience in promoting library services to a range of customers.
3. Recent (ie in the last five years) experience in a professional subject librarian post.
4. A background in supporting customers in the health and social care disciplines.