

JOB DESCRIPTION

Vacancy Reference:	51778
Job Title:	Information Skills Librarian
Institute / Department:	Digital and Information Services
Grade / Salary:	Grade 5
Hours / FTE:	37.00 / 1.00
Contract type:	Permanent
Location:	London
Reporting to:	Information Skills Specialist

MAIN PURPOSE OF JOB

As part of the Skills Development team, the post holder will focus on the development of specialist, curriculum focused academic and information skills. As part of a small team of Information Skills Librarians, you will deliver sessions that comprise the Academic and InfoSkills programme to students at all levels and across a variety of academic areas as well as to staff as part of our annual staff development programme. You will take into account the differing needs of students as they progress in their academic careers, and aim to develop academic success, lifelong transferable skills and employability of our student body.

You will require excellent interpersonal and team working skills, and the ability to liaise with academic colleagues and work collaboratively across the institution. A commitment to and knowledge of contemporary Digital and Information Literacy developments are essential, as is the ability to work strategically to deliver services aligned with the University's objectives and values.

MAIN DUTIES

- Plan, deliver and evaluate teaching activities for students and staff in academic and information skills, both online and face to face, taking into account good current practice in pedagogical theory and the differing needs of students and researchers as they progress in their academic careers.
- Create an inclusive, supportive, and engaging learning environment, adapting teaching methods for diverse learners and adopt innovative teaching strategies.
- As part of the wider Skills Development team, take responsibility for developing areas of our online skills modules.
- Work with the Skills Development Manager and the Information Skills Specialist to advocate for and create opportunities for the appropriate embedding of the academic and information skills curriculum, both asynchronous and synchronous content, so that it is delivered equitably and holistically across academic programmes and work with academic colleagues such as programme managers as needed.
- Work with the Skills Support Officers who will provide 1-2-1 support to students and act as first point of referral from the shared frontline to ensure all our teaching and learning activity is joined

up.

- Work closely with colleagues supporting Digital Skills to ensure a joined-up and holistic approach to skills delivery.
- Manage own time and workloads efficiently and consistently meet deadlines, demonstrating an ability to respond effectively to the unexpected. Demonstrate clear thinking and utilise available information to make decisions in own work area, taking account of the associated risks and impact
- Representing the unit on relevant committees internally and externally, project a positive, professional image and demonstrate the ability to understand the views of others in order to influence and negotiate effectively to achieve agreed outcomes, manage expectations and take a positive, but pragmatic approach.
- Maintain a strong knowledge of and act as a source of advice on a number of information ethics and critical thinking related areas and their role in higher education, such as generative AI, referencing, plagiarism and copyright.
- To undertake continuous professional development both internally and externally to the Library and University. To maintain awareness of developments in the wider HE and Library environments. To develop new skills and exploit new tools in order to work imaginatively to improve library services.
- Support the collation of data on team activities, actively seek feedback and contribute to the effective monitoring of service quality and benchmarking of services.

GENERAL DUTIES

- Fulfil all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards

NB This Job Description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION

The Person Specification focuses on the qualifications, experience, knowledge, skills and competencies required to undertake the role effectively. **You will need to evidence how you meet these requirements in your application, providing explicit examples.**

	Essential	Desirable
Qualifications	1) A degree or equivalent work-related experience. 2) Professional qualification in Library and / or Information Studies or evidence of equivalent experience.	12) Teaching qualification or evidence of substantial equivalent experience of developing and delivering training appropriate for a range of skills and abilities. 13) Membership of an appropriate professional body, for example CILIP, HEA
Experience, Knowledge, Skills and Competencies	3) An understanding of and experience in developing information and digital literacy, academic skills, research skills or related areas in others. 4) An understanding of the implications of generative AI in Higher Education. 5) Evidence of a commitment to and knowledge of contemporary digital and information literacy developments or willingness to develop this. 6) Recent experience of planning, delivering and evaluating teaching 7) Recent experience of digital learning design or delivery 8) Recent experience of developing training materials that are appropriate for a range of skills and abilities 9) Strong digital literacy, including confident use of standard office software and online tools and the ability to learn and adapt to new digital systems independently. 10) Excellent interpersonal and communication skills with the ability to self-manage	14) Ability to communicate through the medium of Welsh (oral and written).