

## Subject Librarian



### Role Description

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**GRADE**

Grade 5

**LOCATION**

Sighthill Campus,  
Edinburgh

**LINE MANAGER**

Learning and Research  
Services Manager

**Role Summary**

To manage and develop resources and information services for a designated group of customers (academic staff, researchers, students, international), through effective liaison, budget management, service delivery and a range of personal and professional skills.

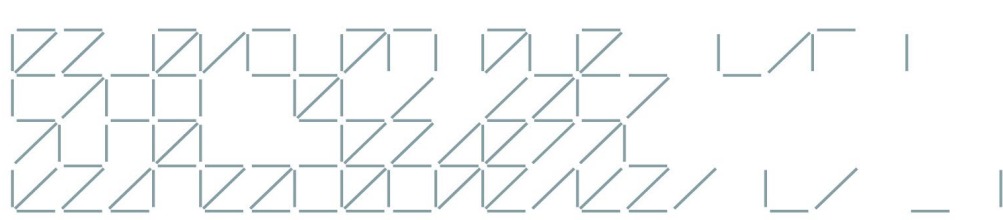
To advise, teach, and otherwise inform and alert customers about Library and Information Services and its collections and services.

To participate as part of a team in fulfilling these functions, working collaboratively with a range of individuals and teams within the Library, Information Services, and across the University.

To represent the Library and wider Information Services in appropriate fora.

**Line Management Responsibility for:**

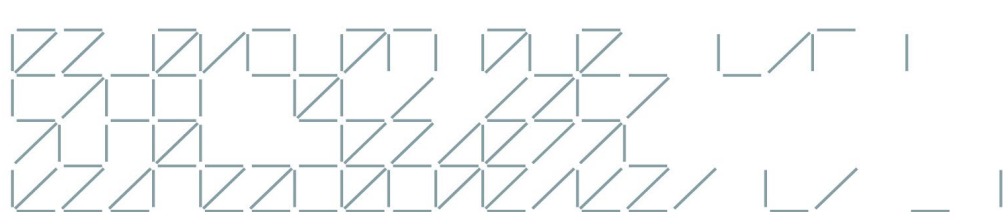
This role does not have any line management responsibilities.



## Main Duties and Responsibilities

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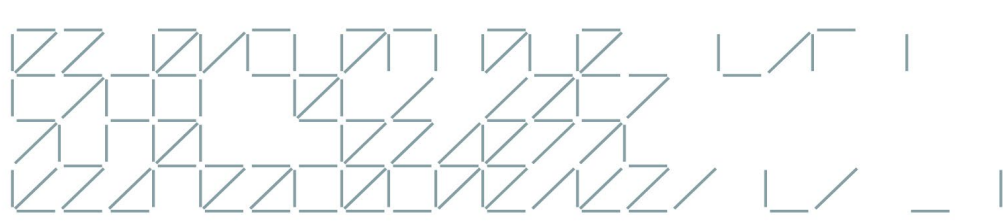
- To liaise proactively with designated groups of staff, students, and other customers to inform them of IS stock and services, to promote these services to them, and to anticipate and respond dynamically to demand.
- To develop knowledge of relevant disciplines, research areas, departments/schools, service units and University programmes and initiatives, and to actively use that knowledge to design and deliver effective, inclusive, ambitious, and innovative Library services to a range of customers.
- To create and deliver services and user education sessions which build digital and information literacy skills in students, and academic and research staff.
- To keep abreast of new information sources and innovative services in relevant discipline areas and to actively promote and develop those of potential benefit to customers.
- To build, manage and exploit electronic and print collections in response to customer need, through active consultation with appropriate customer groups and by using a range of professional skills, knowledge, and expertise.
- To effectively support research via the creation, development, and delivery of a range of appropriate research services.
- To offer a strategic approach to the development of stock, services and other areas of learning and research support, and to effectively produce and exploit data and learner analytics as a key part of that approach.
- To effectively plan, justify and manage a budget for materials and services relevant to areas of activity.
- To be actively involved in the integration of Library and IT staff to provide excellent customer services across the whole of Information Services.
- To proactively support customers in the effective exploitation of resources relevant to their discipline, research projects or areas of operation.
- To bring a strong customer focussed approach to all aspects of the role and to actively seek opportunities to improve work practices and services.
- To take responsibility for the management, development, and promotion of particular aspects of services to customers, and lead on those services across the range of subject disciplines.
- To effectively participate in staff development activities and provide training to other Library and Information Services staff.
- To lead and participate in projects and initiatives to improve the quality of Library Services and wider Information Services.
- To participate in research, project, and development work to enhance Information Services.
- To represent Information Services in appropriate meetings.



- To undertake other duties appropriate to the job functions.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>Education / Qualifications</b>   |           |           |
| • Graduate or equivalent.   | ✓         |           |
| • Qualified Librarian or extensive experience in library/information work.  | ✓         |           |
| • Chartered Member of CILIP.  |           | ✓         |
| <b>Skills / Experience</b>  |           |           |
| • Familiarity with appropriate disciplines e.g., nursing, allied health subjects etc.   | ✓         |           |
| • Demonstrable experience of library/information work and research support.   | ✓         |           |
| • Experience of creating and delivering user education sessions which build digital and information literacy skills.                                  | ✓         |           |
| • Developed research support skills e.g., literature reviews/systematic reviews, mediated searching, bibliometric support, journal impact advice etc. | ✓         |           |
| • Experience in the selection and development of electronic and print stock/collections.  | ✓         |           |
| • Significant experience of working with and exploiting a modern Library Management System.   | ✓         |           |
| • Excellent communication and interpersonal skills.   | ✓         |           |



|   |   |   |
|---|---|---|
| • Presentation skills and writing/presenting information in a range of forms relevant to different audiences.     | ✓ |   |
| • Excellent IT skills such as Word, Outlook and Excel.  | ✓ |   |
| • Experience of successfully completed projects.  | ✓ |   |
| • Demonstrable customer focus.  | ✓ |   |
| • Evidence of working effectively with a range of individuals and teams and across various organisational levels. | ✓ |   |
| • Commitment to innovation and service development.   | ✓ |   |
| • Experience in webpage/LibGuide development and working with a VLE such as Moodle.                               |   | ✓ |
| •   |   |   |
| • Experience of working in HE/FE environment.   |   | ✓ |
| • Experience of supporting researchers through the Research Excellence Framework.                                 |   | ✓ |
| • Experience of Customer Service Excellence.  |   | ✓ |