


# Job description and person specification

Assistant Librarian: Materials and Products Collections

# Job description

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| **Job title** |  Assistant Academic Support Librarian: Materials and Products Collections |
| **College/Service** | Academic |
| **Department/Team** | Library services |
| **Accountable to** | Billie Coxhead, Materials and Products Co-ordinator |
| **Contract** | Fixed Term until 31/07/25 |
| **Term** | 35 hours per week, 10 weeks per year |
| **Grade** | Grade 3 |
| **Salary** | £ 22.13 per hour |
| **Location** | LCF & CSM |
| **Job family** | Academic & Research |
| **HERA reference** |  |

### Purpose of the role

To assist in the development, and delivery of high-quality customer-focused library

services at the University of the Arts London (UAL). To support learning with teaching and

research activities through the Materials and Products Collections. Provide collection development, and enquiry and learning support. To promote and enable access to resources, collections and services. To supervise the work of your colleagues where appropriate to support the local library team in providing inspiring services and spaces.

### Key duties and responsibilities

**Collections**

1. Process and display material samples and objects for the Materials and Products Collections.
2. Maintain an inclusive and relevant materials collection for the materials libraries.
3. Create and maintain digital and physical records of materials in the Collections, including photographs.
4. Engage in research maintain and contact companies for materials information to categorise the Collections as needed.

**Customer service**

1. Support students’ use of the Materials and Products Collections and other library resources, promoting the Collections to inform and inspire research.

1. Contribute to the use and development of Library Services online information via digital platforms. Provide first line support for Materials and Products Collections. Refer to other services where appropriate.

**Teaching and learning support**

1. Assist the Materials Co-Ordinator with the development of learning materials, including online and digital resources for teaching.

**General**

1. Collate and maintain, management data, learning support statistics, and student feedback, for reporting. Refer where relevant.
2. Library Services policies and procedures and contribute to and take part in Library Services projects or activities as required.
3. Represent the department at internal and external meetings. Feed back to colleagues as required.

**Key working relationships**

* Materials & Products Co-ordinator
* Academic Support Librarians, ALRMS/LRMS, Manager ASCC
* Library Services colleagues and UAL Academic staff
* Library users
* External partners and suppliers

### General duties

These duties below are in addition to the duties and responsibilities listed above:

* Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
* Undertake health and safety duties and responsibilities appropriate to the role.
* Work in accordance with the University’s [Staff Charter](https://www.arts.ac.uk/about-ual/equality-and-diversity/charter-marks-and-memberships) and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
* Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning and Review Conversations (PRC) scheme and staff development opportunities.
* Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
* Conduct all financial matters associated with the role in accordance with the University’s policies and procedures, as laid down in the Financial Regulations.
* Contribute to the University’s [Climate Action Plan](https://www.arts.ac.uk/about-ual/climate-action-plan) and [Social Purpose Strategy](https://www.arts.ac.uk/__data/assets/pdf_file/0024/411486/social-purpose-implementation-plan.pdf) which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

# Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

### Experience, knowledge and qualifications

* We are looking for someone with a level 6 (degree level) qualification and/or relevant experience in a Library or other education, information or creative design role.

Knowledge of materials technology, materials research or trade information.

### Communication skills

* Written and oral communication skills including for presentations. Strong interpersonal skills and the ability to make people feel welcome and to listen and respond in a diplomatic and inclusive manner.

### Research, teaching and learning or Professional practice.

* Digital skills including understanding databases such as the library management system, confidence using IT hardware such as printers and software including Microsoft Office 365
* An understanding of collection care and a demonstrable interest in improving service delivery, customer service standards and library engagement.

### Planning and managing resources

* Demonstrate flexibility to plan, prioritise and organise own work and that of the team to achieve objectives on time. Manage multiple tasks and work calmly under pressure. Plan for sustainable collection development within a budget.

### Teamwork

* Ability to work collaboratively as part of a team, and with different professional groups, leading by setting objectives and managing priorities, completing shared tasks, and asking for & giving support as needed.

### Student experience or customer service

* Strong customer focus with the ability to work as a key contact for Materials to provide a responsive and professional service to meet diverse student and customer needs in an inclusive way.

### Creativity, innovation and problem-solving

* Uses initiative and creativity to resolve day-to-day-problems using a range of library systems and processes, and to develop new practice.