



**Support and Professional Services**

**University Library**

**Faculty Librarian (Science)**

**ZZ601202**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £38,833 - £47,722 per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learningAcademic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staffExperienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**JOB DESCRIPTION**

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| **Job Title:** | Faculty Librarian  |
| **Grade:** | 8 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:****Location:** | University LibraryUniversity Library |
| **Position Reference No:** | ZZ601202 |
| **Cost Centre:** | 48000 |
| **Responsible to:** | Associate University Librarian - Academic Liaison and User Services |
| **Responsible for:** | Assistant Faculty Librarian  |
| **Effective date of job description:** | 4th December 2017 |

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| **Purpose of Job:** |
| As part of the Academic Liaison Team to liaise with the designated Faculty on all library matters, playing a full role in relevant committees, managing the Faculty library budget and developing the relevant areas of stock. To develop and promote collaboratively with subject and library colleagues the institutional information literacy framework. To take responsibility for a cross-Library area of activity seeking to deliver an effective service to all Library users. |

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| **Key Responsibilities:** |
| **Leadership, Management and People Development** * With the Associate University Librarian - Academic Liaison & User Services, contribute to strategic planning to support and develop the work of the Academic Liaison Team and the library service as a whole
* Conduct PDR, recruitment, induction and training of staff, agreeing individual objectives and development needs that support institutional needs
* Regularly communicate the aims and objectives of the Library and give support and constructive feedback on performance
* Investigate performance, disciplinary and grievance matters and take action when necessary, using University procedures.
* Plan, allocate resources for and ensure completion of projects
* Deputise for the Associate University Librarian - Academic Liaison and User Services where appropriate and within agreed parameters

**Academic Liaison Team*** Develop collaborative working with Faculty colleagues ensuring engagement with library issues and concerns, including attendance at meetings such as Faculty Learning and Teaching Committee
* Work in partnership with academic staff to develop sustainable information literacy promotion, delivery and assessment across the Faculty
* Develop the library collection to support the learning, teaching and research of the Faculty, working with the Departments and Schools to allocate and spend the devolved budget and ensuring best value in resource provision
* Contribute to the accreditation of courses and other internal and external quality control processes
* Support the research activity of the Faculty
* Ensure student needs and expectations are assessed, managed and met in relation to library resources and services through engagement with student feedback and attendance at Staff Student Consultative Committees
* Work collaboratively within the Academic Liaison Team to develop best practice in information literacy
* Have responsibility for the development of the service, allocation of work and management of workflows in an area of cross-Library activity (Learning and Teaching) working collaboratively within the team to allocate resources
* Contribute to the Library’s enquiry services, in particular by providing support to library users when specialist knowledge is required
* Engage in pedagogic, professional and other scholarly activities including individual or collaborative projects feeding these into teaching and service developments and appropriate external activities
* Participate in and develop external professional and subject networks, to promote the University and build relationships for future activities

**Learning and Teaching (cross-Library area of activity)*** Providing co-ordination of the learning and teaching support offered across Faculties including the sharing of best practice within the Academic Liaison Team
* To review learning and teaching practices within the University and wider HE sector and consider whether these are relevant for our context
* Lead the development of a structured approach to embedding information literacy in the curriculum
* Liaise with institutional partners including DCQE, Faculties and Learning Support Tutors to lead the Library contribution to the development of digital literacy for staff and students

**General*** Develop and monitor performance measures relating to service delivery
* Ensure effective communication within the team
* Ensure that the team maintains up to date documentation of its procedures and contributes to the staff wiki
* Participate in and contribute to Performance and Development Review (PDR), ensuring that work is in line with the University Library aims
* Monitor developments and innovations in technology and professional practice likely to impact on the work of the Library
* Other duties as required and appropriate to the role
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| **Working Relationships:** |
| Associate University Librarian - Academic Liaison & User ServicesFaculty, Law and Map LibrariansAcademic Liaison TeamUser Services TeamFaculty staffTechnology Enhanced Learning staff in DCQELibrary users |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | Rating | Source |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of current issues in higher education libraries | E | AF/S |
|  | Specialist knowledge in one or more areas of teaching/research in designated Faculty | E | AF/S |
|  | Experience of managing staff | D | AF/S |
|  | Experience in higher education library | D  | AF/S |
|  | Experience in supporting research activities in a higher education library | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to present concepts to students in an engaging way using a variety of methods | E | AF/S |
|  | Able to motivate staff and build a team culture | E | AF/S |
|  | Ability to give staff regular and constructive feedback on performance  | E | AF/S |
|  | Excellent interpersonal and communication skills | E | AF/S |
|  | Ability to work as part of a team and on own initiative | E | AF/S |
|  | Ability to explain complex matters clearly | E | AF/S |
|  | Ability to problem solve | E | AF/S |
|  | Time management skills | E | AF/S |
|  | Ability to give effective presentations | E | P |
|  | Ability to negotiate and persuade effectively | E | AF/S |
|  | Effective committee worker | E | AF/S |
|  | Proficient in office packages e.g. Word and Excel | E | AF/S |
|  | Attention to detail | E | AF/S |
|  | Ability to lead complex projects | E | AF/S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree in Library and Information Science or equivalent | E | AF |
|  | Chartered member of CILIP  | D | AF |
|  | Management or IT qualification | D | AF |
|  | Teaching qualification | D | AF |
|  | Member of the Higher Education Academy | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to adapt to changing processes, policies and systems | E | AF/S |
|  | Strong customer focus | E | AF/S |
|  | Commitment to the development and delivery of a quality service | E | AF/S |
|  | Ability to maintain confidentiality | E | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  | X |
| 1. Manual Handling (of loads/people)
 | X | 14. Working at height | X |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 | X | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Line Manager/Supervisor to sign below:**

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| **Signed** | Roisin Gwyer |
| **Name (block capitals)** | ROISIN GWYER |
| **Date** | 20th May 2011, Revised December 2017 |
| **Extension number** | 3221 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.