

Post Details		Last Updated: 28/01/2025	
Faculty/Administrative/Service Department	Library and Learning Services		
Job Title	Faculty Librarian (Faculty of Engineering and Physical Sciences)		
Job Family	Professional Services	Job Level	4
Responsible to	Associate Director (Student Experience)		
Responsible for (Staff)	N/A		
<b><u>Job Purpose Statement</u></b>			
<p>The post holder provides specialist support, guidance and knowledge to a designated Faculty, acting as the key contact for liaison, collection development and management, and research support which is critical to the responsive and innovative development of Library support for academic activity.</p> <p>The post holder will build strong partnerships with all stakeholders (internally and externally) and plays a significant communication role at all levels within LLS and a designated Faculty. The post holder will work to ensure that Library collections and access to resources support the teaching, learning and research needs of the University. This role also provides support for the researcher community, alongside the Library Open Research team and the University's Doctoral College.</p>			
<b><u>Key Responsibilities</u></b>			
<ol style="list-style-type: none"> <li>1. To understand and share the current and future learning, teaching and research activities and culture of the Faculty. Ensuring a mutual understanding of the strategic priorities of the Faculty and LLS. This will involve developing and maintaining excellent and meaningful relationships with academic and professional colleagues and students at all levels.</li> <li>2. To take a strategic and evidence-based approach to collection management ensuring regular review in collaboration with the Content team, profiling collections and making recommendations for development and budget allocation to ensure collections remain relevant and reflect current learning, teaching and research activities.</li> <li>3. To select, develop and enrich library collections within designated subject areas in collaboration with academic departments, negotiating priorities, promoting and ensuring access to resources is clear. Providing specialist collection knowledge in designated subject areas.</li> <li>4. To provide subject specialist advice, guidance and training to teaching and research staff and post-graduate research students to enable them to pursue their learning, teaching and research effectively. Support to be delivered via one-to-one consultation in person or online or group training activities. Areas covered but not limited to are advanced literature searching, scoping and systematic reviews, citation management and subject-specialist database training.</li> <li>5. To work with Faculty on validation and reviews, NSS, PTES and PRES action plans and associated quality processes. To support programme development and explore opportunities to embed information and developmental support within programmes in collaboration with other library teams such as Learning Development.</li> <li>6. In collaboration with the Open Research team to take an active role in the innovative development, promotion and delivery of a range of targeted research support services and training.</li> <li>7. To be the principal point of contact between LLS and designated Faculty and wider University professional services, to provide liaison, guidance, support, promotion and advocacy of Library services. Using a wide variety of communication channels, formal and informal to raise awareness of the collections and services available (includes meetings and forums with staff and students, writing reports and presentations, attending Boards of Study and Staff Student Liaison Committees, developing content for web pages and social media).</li> <li>8. To be responsible for establishing, leading and co-ordinating initiatives, events and resource creation to raise awareness of, and provide access to the range of services, resources and technologies available from LLS to the academic community.</li> </ol>			
<b>N.B. The above list is not exhaustive.</b>			

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

**Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

**Planning and Organising**

- The post holder is expected to work with minimum day-to-day supervision.
- There is an expectation that the post holder applies judgement and initiative when managing their workload, including any medium-term priorities and when responding to any conflicting demands.
- The post holder will be responsible for delivering elements of the Faculty Librarian team plan over an annual reporting period.
- The post holder may be expected to lead a short-term project or contribute to a larger University-wide or departmental project team to support the achievement of project objectives. This will require a flexible and coordinated approach to working in order to ensure their delivery to deadlines.

**Problem Solving and Decision Making**

- The post holder has the freedom to work in a proactive manner and to decide how to achieve the end result, generally based on their own judgment and experience as well as a sound understanding of the strategy and policy framework of Library and Learning Services.
- The post holder is expected to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.
- The post holder will be expected to apply creative thinking to the resolution of problems, devise a range of potential solutions to issues and then select after consultation with their line manager the most appropriate for the circumstances. These potential solutions must include the implications and risks of the various options.
- Decisions will be taken after discussion with other teams to ensure consistency of service levels.
- The post holder is expected to take the lead in implementing any recommendations upon approval from their line manager.

**Continuous Improvement**

- The post holder is expected to identify and make recommendations for improvements to the service drawing on significant professional awareness and to advise line manager where there are specific issues which need to be addressed.
- The post holder will initiate developments in service and procedures in response to the requirements of the Faculty and key stakeholders and in line with the strategic priorities of LLS.
- The post holder is expected to contribute to team and LLS service improvements to increase efficiencies and effectiveness of services.
- The post holder will be expected to keep abreast of the professional context and emerging best practice, obtaining and maintaining relevant professional qualifications. They will also actively contribute to the wider profession.

**Accountability**

- The post holder is expected to work independently, delivering to agreed objectives. They will be accountable for the delivery of certain short-term projects in terms of time scales, quality and other agreed standards.
- The post holder will be responsible for designing and developing departmental processes and procedures to be used by team members.
- The post holder is responsible for sharing information from Faculty on current and future learning and teaching and research activities to develop services and collections to meet the needs of Faculty.

### **Dimensions of the role**

- Whilst the post holder does not formally supervise staff, there is an expectation that they will partake in training and development of other library staff and colleagues.
- The role will involve maintaining relationships with students and staff at all levels in the University. Providing support to both learning and teaching activities and research support.
- There is no direct budget responsibility, but the post holder will need awareness of budgetary concerns.
- The post holder will need to the ability to contribute to the development of LLS strategy using customer insight methodologies and contribute to analysis of key management information
- The post holder will be expected to work collaboratively across the organisation
- The post holder will be expected to have excellent negotiation and influencing skills, communication and presentation skills. Be able to receive, understand and convey information in a clear and accurate manner.

### **Supplementary Information**

- Success in this role is dependent on building successful and meaningful relationships within the department, Faculty and the wider HE professional community.
- Post holder is expected to maintain contact with professional, educational and research environments to develop own professional knowledge and awareness.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

### **Qualifications and Professional Memberships**

Professionally qualified with a relevant degree/postgraduate qualification in Library and Information Science or related subject

E

Degree, HND, NVQ 4 qualified in a relevant specialist subject, plus several years relevant experience

E

OR:

Significant vocational experience, demonstrating development though the acquisition of appropriate specialist knowledge and involvement in a series of progressively more demanding relevant work/role

Qualification in teaching or Higher, Education Academy fellowship, or a commitment to undertake such a qualification whilst in post

D

**Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role

**Essential/  
Desirable**

**Level  
1-3**

Experience of supporting academic staff, researchers and students and delivering information services in a higher education context

E

3

Awareness of the current issues impacting Higher Education and the role of a modern university library service

E

3

Knowledge and experience of collection development and management to support teaching and research requirements

E

2

Experience of utilising IT to support day to day work

E

3

Proven written and verbal communication

E

3

Experience of the design and delivery of information, digital literacy and systematic review training

E

2

Knowledge of the benefits of Open Access and experience of promoting the open science agenda

D

n/a

Knowledge of the academic disciplines within the Faculty supported and of key resources that support these subjects

D

n/a

**Core Competencies** This section contains the level of competency required to carry out this role

**Level  
1-3**

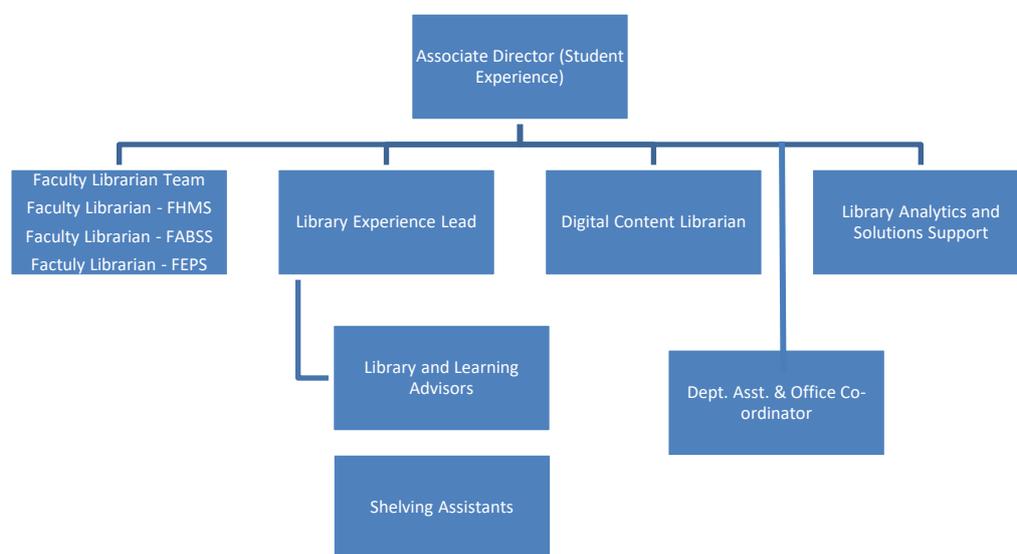
Communication	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	n/a
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking & Leadership	2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

### Organisational/Departmental Information & Key Relationships

#### Departmental Structure Chart



#### Relationships

##### Internal

- Customer Services
- Content Team
- Open Research
- Learning Development
- Archives and Special Collections

##### External

- Key academic staff (Associate Dean of Education, Associate Dean of Research and Innovation, Head of Schools and the wider academic community)
- Students' Union
- Relevant professional services including, IT, Disability and Neuroinclusion, Student Experience team, MySurrey Hive team, Doctoral College,
- Wider HE Library community and people in similar roles