

Job Description

Role Title:	Digital Librarian
Dept:	Library, Careers & Skills
Reference:	MPF1179
Grade:	7
Full or Part time:	Full time
Hours:	1.0 FTE
Reports to:	Digital Library Manager

Overview

About us

Welcome to the Library, Careers & Skills – a place to learn and share ideas, a virtual hub for research and discovery, a team of friendly faces delivering excellent customer service, and a community of experts playing a vital role in teaching, learning, research, employability, and enterprise at Salford. We are innovative, open, collaborative, and people centred. Our focus is to help our students get the very most out of their Salford journey, in support of the University's mission: "Innovating to enrich lives".

Across our teams, we manage study spaces and technology, provide access to print and online resources for learning and research, and help our researchers to share their work with the world. We are also responsible for working collaboratively with academic colleagues and external employers to develop students' academic skills and employability.

The Digital team support and develop the systems and technologies that underpin LCS services, ensuring they are supported and developed to best meet the needs of colleagues and our users.

At Salford, we are proud of our diverse student population, and we work hard to create an inclusive culture where all our students and colleagues can bring their whole selves to the University. In the Library, Careers & Enterprise we are committed to creating open and inclusive learning experiences where students feel inspired and supported to engage with work-based learning and enhance their employability.

Building a diverse workforce

We are striving to build a more diverse workforce, and we welcome and encourage applications from the widest talent pool. If you haven't considered a career in Higher Education before, we want to hear from you. We would particularly encourage applications from groups who are currently under-represented in the team, which in this case is Black, Asian and Minority Ethnic (BAME) applicants.

More information about our Equality, Diversity and Inclusion work is available here: <https://www.salford.ac.uk/equality-and-diversity>

Our ways of working

We recognise the importance of a healthy balance between work and home life. We are open to agile ways of working that provide colleagues with flexibility while also allowing us to deliver an excellent service, such as flexible hours and/or some working from home where work commitments allow. For this role, the post-holder is expected to split their time between campus and home, and some evening and weekend working may be required.

Role Purpose

The Digital Librarian is responsible for the effective operation, development and integration of key digital systems supporting Library, Careers and Skills services. The role combines day-to-day systems support with service improvement.

The role holder will have primary responsibility for the management, configuration and ongoing development of core library platforms, including:

- Library Management System (Ex Libris Alma)
- Resource Discovery Tool (Ex Libris Primo)
- Authentication (EZProxy, Open Athens LA)
- Reading List (Ex Libris Leganto)
- RFID hardware (Lapsafe and Advanov)

In addition, the Digital Librarian will provide technical guidance and problem-solving support for a broader range of systems used within LCS, such as the Research Data Repository, Careers and Archive systems.

To do this effectively, the role holder will work closely with colleagues across LCS (service owners and practitioners), colleagues in Digital IT and with system suppliers.

The Digital Librarian will have a strong understanding of library processes and services and will use this to take a proactive role in identifying, evaluating and implementing functionality and workflows in existing systems which will improve LCS services and processes. When it comes to evaluating new systems and services the role holder will work closely with the Digital Library Manager to develop requirements and implement agreed changes.

Principal Duties & Responsibilities

The key responsibilities of the role are as follows:

System support

- Ensure support, integration and continuing development of existing systems
- Carry out configuration changes in the systems which best meet requirements
- Work with Digital IT and other university system owners to ensure effective integration and operation of LCS systems
- Monitor key library systems to ensure effective operation
- Manage the support of LCS systems, ensuring effective and timely resolutions
- Support LCS colleagues in accessing training to make best use of the systems
- Support the work of the Digital Library Officer, enabling them to develop appropriate processes and procedures associated with Library technologies and systems

System development

- Work closely with LCS colleagues across to gather requirements, develop solutions and evaluate developments and improve processes
- Gather and analyse feedback from LCS users to inform development and support of user facing systems and interfaces
- Use system analytics to inform development of interfaces, processes and workflows
- Contribute to the evaluation and selection of new systems in partnership with the Digital Library Manager
- Monitor supplier and marketplace developments in Library systems and technologies to identify relevant developments

Other

- Lead small project teams to deliver system related projects e.g. system upgrades, new functionality, process improvements
- Deputise for the Digital Library Manager as required
- Represent the Library in appropriate external meetings including supplier user groups

General responsibilities:

- Contribute to working groups and project teams as required.
- Take action to create a more diverse and inclusive study and work environment and advance equity, in line with the goals of the University's Equality, Diversity & Inclusion Statement of Ambition and our departmental action plan.
- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety Policy.
- Perform any other duties appropriate to the grade as may be required by the Director of Library & Student Futures.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Educated to degree level OR evidence of relevant and significant experience in a similar role (as evidenced under Background and Experience) (E)

Background and Experience

2. Experience of supporting and developing systems within a library or relevant information environment (E)
3. Experience of project management (D)
4. Experience of working with external suppliers and colleagues to maintain, develop and improve systems and services (E)

Knowledge

5. Services and processes within an academic library or information service (E)
6. Current developments in library systems technologies and systems (E)
7. Knowledge and understanding of issues relating to data protection, cybersecurity and accessibility of digital systems (E)

Skills and Competencies

8. High level ICT skills, including library systems administration and development (E)
9. Ability to make changes to interfaces using HTML, CSS, Angular JS (D)
10. Ability to evaluate and analyse complex information and problem solve (E)
11. Excellent verbal and written communication skills, with the ability to present information clearly to technical and non-technical colleagues (E)
12. A proactive approach to continuous process and service improvement (E)
13. Organisational and time management skills, with the ability to work to deadlines (E)
14. Ability to connect and build positive, trusting relationships with a wide range of colleagues, to generate the best possible solutions (E)
15. Commitment to and personal responsibility for own continuing professional development, and shares learning with others (E)
16. Ability to lead projects teams and implement change (E)