

# P9810 Job Description and Person Specification

Last updated: 26 January 2021

## JOB DESCRIPTION

Post title:	<b>Engagement Librarian</b>		
School/Department:	Library		
Faculty:	Student Experience		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
Posts responsible to:	Head of Curriculum Engagement		
Posts responsible for:	Senior Library Assistant		
Post base:	Office-based		

<b>Job purpose</b>
The role will engage with a wide range of service users including researchers, educators and students, providing expert advice, design, develop and deliver guidance and training, providing an innovative, distinctive and enriching experience.

Key accountabilities/primary responsibilities	% Time
1. Provide expert advice to service users, developing a partnership and co-design approach where appropriate, covering two or more specialist areas of strategic importance. This covers a broad remit engaging with researchers, educators, students and civic communities. Postholders will judge appropriate options in a landscape of multiple external, and internal policies, working collaboratively across professional services and faculties; balancing a consistent approach to service development with the high degree of specificity required by specialism, discipline and by project.	20%
2. Design, develop and deliver guidance and training for the full range of users needs in areas of specialism, employing a variety of appropriate media and methods including workshops, case studies and technology enhanced learning. Keep up to date with sector developments and best practice, ensuring our in-curriculum, co-curricular offer provides an innovative, distinctive and enriching experience,	20%
3. Assess, interpret and analyse information in fast evolving and complex policy areas, engaging with the user community to develop appropriate university-wide solutions. Lead on the delivery of detailed reporting, metrics and management information to senior managers and/or lead on the delivery of accessible content across a range of platforms and providers ensuring a seamless user experience and advising senior managers of optimal solutions.	15%
4. Promote and collaboratively develop Library services with academic staff and students using a wide variety of channels, formal and informal. This includes representing the Library at University and Faculty meetings, developing reports and presentations, contributing to policy creation, social media and blogs. Develop and maintain stakeholder networks, University and sector-wide, influencing developments.	15%

Key accountabilities/primary responsibilities		% Time
5.	Manage and contribute to fixed term institutional projects, including externally funded projects with national project partners, negotiating with stakeholders and ensuring requirements are delivered to timescale.	15%
6.	Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback, to deliver services and projects in a timely and effective manner. Assess user feedback to iteratively improve services. Providing mentoring, coaching, training, advice and guidance to indirect reports in areas of specialism. (paragraph one for those with direct reports and two for those without so delete as appropriate.	10%
7.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Other members of the department/University staff. External customers Relevant suppliers and external contacts Faculties and Professional Services.

Special Requirements
<ul style="list-style-type: none"> <li>• Post holders may be asked to work at various campus locations to support the delivery of their role.</li> <li>• There may be occasions where you may be required to work outside of your normal working hours.</li> </ul>

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in Library Information Management.</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.</p> <p>Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.</p> <p>Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University.</p>	<p>Post Graduate Diploma in Library Information Management</p> <p>Membership of CILIP, ARMA or other relevant professional body</p> <p>Fellowship or Associate Fellowship of Higher Education Academy</p>	
Planning and organising	<p>Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.</p>	<p>Experience of successful project management.</p>	
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p>		

Management and teamwork	Able to proactively work with colleagues in other work areas to achieve outcomes. Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork. Able to formulate development plans for own staff to meet required skills.	Experience of successfully managing and developing staff.	
Communicating and influencing	Able to provide accurate and timely specialist guidance on complex issues. Able to use influencing and negotiating skills to develop understanding and gain co-operation.		
Other skills and behaviours			
Special requirements			

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles (eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			

Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

## Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others