



## JOB DESCRIPTION

<b>Job Title:</b>	Information Consultant
<b>Department / Unit:</b>	Library, Academic Services
<b>Job type</b>	Fixed Contract (12 month maternity cover)
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Head of Academic Liaison
<b>Purpose of the Post</b>	
<p><b>The main responsibilities of the post are:</b></p> <ul style="list-style-type: none"> <li>• Build effective working relationships between a range of designated academic departments, currently in Faculty of Arts and Social Sciences</li> <li>• Creation and delivery of information skills teaching and training to a range of users across the College</li> <li>• Contribute to and participate in service development projects to exploit information content, navigation and promote e-assisted learning</li> <li>• Assume responsibility for designated Library/Information functions and Service-wide areas.</li> </ul>	
<b>Key Tasks</b>	
<p><b>Information Literacy teaching</b></p> <ol style="list-style-type: none"> <li>1) Design and delivery of information skills teaching and training to users as part of the Library Liaison Team and as a part of academic course and module teams in departments.</li> <li>2) Participating in projects to develop the learning infrastructure as a member of a multidisciplinary team seeking to promote e-assisted learning for staff and students.</li> <li>3) Developing an awareness of information sources, including electronic services in the subject areas and promoting access to, and advising users on, these sources where appropriate.</li> </ol>	
<p><b>Liaison with specific departments</b></p> <ol style="list-style-type: none"> <li>4) Promoting and delivering services to meet the particular needs of staff and students in a range of Departments and as part of a team in line with the strategic priorities of the Library</li> <li>5) Representing the Library through attendance at Departmental Staff/Student meetings; holding regular meetings with and providing regular budget information for the relevant Departmental Library Representatives in academic departments.</li> </ol>	

**Collection Development**

- 6) Collection development and management of information resources in the arts and humanities subject areas, in consultation with academic staff. Ensuring information sources are up to date and reflect current needs through periodic reviews and relegation according to Library policy
- 7) Monitoring relevant departmental budgets, formulating estimates and keeping the Departmental Library Representative informed

**Enquiry Service:**

- 8) Forming part of a team providing promotional, reference and enquiry services to users.

**General**

- 9) Responsibility for a functional/service wide area and participation in other work on a service-wide and project basis to meet the Library's strategic aims and goals.
- 10) Some supervision of staff allocated from time to time, to support stock management, ordering processes and projects.
- 11) Be aware of trends in information services by maintaining external contacts and attending professional meetings and aspire to the best academic library practice.
- 12) Such other duties as the Librarian may reasonably require.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Academic departments in the current Faculty of Arts and Social Sciences
- Centre for Development of Academic Skills (CeDAS)