## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Information Consultant</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Library, Academic Services</td>
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<tr>
<td>Job type</td>
<td>Full time, fixed term (Maternity Cover)</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Academic Liaison</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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### Purpose of the Post
- Build effective working relationships between a range of designated academic departments from the School of Performing and Digital Arts
- Contribute to and participate in service development projects to exploit information content, navigation and promote e-assisted learning
- Creation and delivery of information skills teaching and training to a range of users across the College
- Assume responsibility for designated Library/Information functions and Service-wide areas.

### Key Tasks

#### Information Literacy teaching
1) Design and delivery of information skills teaching and training to users as part of the Academic Liaison Team and as a part of academic course and module teams in the School of Performing and Digital Arts, as well as other Schools as required by the Head of Academic Liaison.

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.

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.
### Liaison with specific departments

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.

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.

### 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 departmental and school expenditure on resources and keeping relevant stakeholders 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) Supervision and line management of staff can be part of this role.

11) Be aware of trends in information services by maintaining external contacts and attending professional meetings and aspire to the best academic library practice.

### 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 Staff
- Other Professional Services Staff
- Professional partners and networks, such as Senate House Library.