



## Job Description

<b>Job Title:</b>	Teaching and Engagement Librarian
<b>Faculty/Directorate/Department:</b>	Library, Learning Support and Culture
<b>Job type:</b>	Professional Services – Full Time / Permanent
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Head of Library Teaching and Engagement
<b>Accountable for:</b>	Not Applicable
<b>Purpose of the Post</b>	
<p>The Teaching and Engagement Librarian is responsible for:</p> <ul style="list-style-type: none"> <li>• Teaching information and research skills in an accessible and engaging way, complemented by a range of synchronous and asynchronous support, to enhance research skills across the academic lifecycle and align with the University's inclusive education and research strategy.</li> <li>• Building effective working relationships between various academic departments, primarily from your designated Faculty.</li> <li>• Driving engagement from University stakeholders with the full range of Library, Learning Support, and Culture Services.</li> </ul> <p>Working closely with the Head of the Team and the wider Library, Learning Support, and Culture Management Team, the post holder takes an operational lead in at least one other specialist area, coordinating its development and delivery across the whole team. Examples include reading lists, Doctoral School liaison, school visits and outreach, and the development of digital teaching and learning objects.</p>	
<b>Key Tasks</b>	
<p><b>Information and digital literacy skills teaching</b></p> <ul style="list-style-type: none"> <li>• Within the allocated Faculty, lead the design and delivery of engaging, accessible and inclusive information and digital literacy skills teaching to students and staff.</li> <li>• Work collaboratively with partners across the University to develop embedded skills teaching across the curriculum.</li> <li>• Deliver specialist information and digital skills teaching in academic courses and modules in the postholder's allocated Faculty and other departments as required by the Head of Library Teaching and Engagement.</li> <li>• Support researchers and academic colleagues in developing specialist information and research skills.</li> <li>• Assess the effectiveness of information and digital skills teaching and online learning resources, for example, by collecting data analytics and learner feedback.</li> </ul>	

- Develop strategies to ensure the continued effectiveness and relevance of teaching and online learning resources.

### **Engagement and relationship management**

- Build partnerships with key stakeholders within the Faculty to understand their needs, identify trends in service demand, and share any implications with the Head of Library Teaching and Engagement Team.
- Engage with curriculum planning, validation, review, and associated quality processes to promote and embed library resources and services.
- Provide specialist advice and guidance to enable the Faculty to achieve the University's education and research goals effectively.
- Actively promote and deliver library services within the Faculty and to other University stakeholders. For example, the postholder is expected to have a strong working relationship with the Faculty's leadership and programme leads.
- Assist with measuring the usage and impact of library services to illustrate value.
- Develop relationships and collaborate with other Professional Services, such as Academic Skills and Careers, to deliver a complementary service to the Faculty.

### **Collection management**

- Develop an awareness of the specialist information sources available and promote access to these resources.
- Drive resource usage to ensure a return on investment and value for money on behalf of the University.
- Develop, promote, and review specialist collections and content supporting learning, teaching, and research activities in line with the [Library's Content Framework and Information Resources Policy](#).
- Promote the use of the University's reading list system to ensure alignment between the curriculum and library collections and a quality student experience.
- Contribute to the promotion of reading lists by ensuring that the materials offered encompass a broad spectrum of perspectives and reflect the diverse disciplinary, social, and cultural backgrounds of our user community.

### **Expert advice and support**

- Deliver accessible, well-coordinated expert advice and support to all users through online and in-person methods, ensuring a consistent and responsive service that meets institutional needs.
- Provide specialist subject guidance to students and staff through a variety of formats, including tailored one-to-one appointments and other targeted support where appropriate.

### **General**

- Ensure online content (e.g. intranets, Moodle, LibGuides, A-Z Resources lists) is current and meets user needs.
- Participate proactively in other work on a service-wide and project basis to meet the Library, Learning Support, and Culture's strategic aims and goals.
- Supervising and managing staff can be part of this role depending on service needs.
- Maintain awareness of information and digital literacy trends, new technologies, and academic librarianship through ongoing engagement with relevant development activities.
- Ensure equality, diversity and inclusion for students and staff in all we do, including sustaining an inclusive study and work environment and participating in key University initiatives.

- Contribute to scholarly and professional knowledge by researching, preparing presentations, publications, or other creative works, and participating in professional and scholarly associations.

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time to meet the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

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

### **Our Values**

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

## Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Teaching and Engagement Librarian

**Department:** Library, Learning Support and Culture

Criteria	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b>		
A first degree or equivalent experience	X	
A postgraduate degree or diploma in librarianship or information science		X
Experience of working in a library	X	
PGCert in Higher Education or Equivalent		X
<b>Skills and Abilities</b>		
Experience in providing effective library support to users through teaching delivery, expert enquiries support and other appropriate methods, e.g. asynchronous resources.	X	
Comprehensive knowledge of information resources, especially those supporting the allocated Faculty and departments, and their effective use.		X
Experience in designing and delivering Information Skills teaching and materials to a variety of audiences.		X
Strong digital and IT skills relevant to teaching, learning and library services.	X	
Knowledge of web authoring tools and video editing software.		X
Team working skills: having the ability to maintain good working relationships with colleagues and be able to work collaboratively to achieve shared goals.	X	
Excellent organisational, planning and problem-solving skills to ensure activities are completed within required timescales.	X	
Excellent written and oral communication and presentation skills, applied in a variety of contexts, including one-to-one, small groups, large groups, and committee meetings.	X	

Ability to establish productive working relationships and liaise confidently with a broad range of stakeholders, demonstrating effective persuasion and negotiation skills to achieve positive outcomes.	X	
<b>Experience</b>		
Committed to providing high-quality, user-centred support.	X	
Familiarity with developments and challenges in Higher Education in relation to this role.	X	
<b>Other Requirements</b>		
Commitment to one's own professional development.	X	