

SECTION A: THE ROLE	
Job Title:	Library and Academic Advisor
Department/Service:	Student Services
Job Grade:	Grade 06 0.8 FTE (28 hours)
Job Family:	Services
Job Location:	Lancaster or Carlisle Fusehill St
Responsible To:	Academic Skills Manager
Responsible For:	N/A
Role Purpose:	
The Library and Academic Advisor role facilitates the development of learning, teaching and research through: development of students' research and academic literacies; close liaison with linked academic teams; the provision of subject library resource services to academic staff including library collection development and electronic reading list creation. Academic literacies development includes designing and delivering synchronous and asynchronous learning materials and sessions (online, individual and group sessions) across a number of topics: information skills, academic writing practices, referencing, academic integrity, study skills and digital literacies. Due to the close contact with students and academic liaison that form a key part of the role, the role holder will also become knowledgeable about other areas of Student Services and signpost students and staff to appropriate teams and colleagues beyond library services, eg via the Student Enquiry Point.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
Please list no more than 6 key objectives, principal duties, tasks or areas of responsibility that this role will focus on	
1.	Plan and deliver academic literacies and library research enhancement guidance and training to both student and staff groups or individually.
2.	Design print and online self-help academic literacies development learning resources and make appropriate use of e-learning technologies.
3.	Provide pedagogical guidance and learning development to individual and student groups, encouraging them to make full use of support services available to them, and to access the range of digital information and self-learning resources.
4.	Research, analyse and deploy HE sector good practice in field of expertise and initiate and contribute to projects, reports and committees/groups.
5.	Identify and manage subject library resources relating to linked programmes and to research; liaise with linked academic departments; make book, media and journal selection decisions (digital and print) in line with the Reading List and Collection Management Principles; and manage learning resources budgets for linked subject areas.
6.	Promote the adoption of eResources by students and raise awareness of academic staff of digital media and eLibrary resources.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6 Services post. Role Title: Library and Academic Advisor	Essential/ Desirable	To be identified by:
Qualifications Educated to degree level with relevant professional qualification Associate membership of an appropriate professional body (eg CILIP, AdvanceHE, ALDinHE) or demonstrable experience in a professional setting	Essential Desirable	Application Form Application Form
Experience Experience of planning, delivering and coordinating inclusive learner support interventions with face to face and online educational activities with groups and individuals Previous experience of dealing with administrative and information management and/or library systems Experience of working in higher education or equivalent library or learning development service. Awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.	Essential Desirable Essential	Application Form/ Interview Application Form/ Interview Application Form/ Interview
Knowledge, skills and abilities Knowledge and understanding of the importance and application of academic, information and digital literacies to enhance student confidence and success in academic and professional contexts. Skills to assess and organise learning and/or library resources, plan and progress work activities, projects, and changes within own area of work, over the short-medium term; using initiative and judgement with limited recourse to others. Knowledge of relevant IT packages (eg Office365) and the use and impact of GenAI in learning and teaching; ability and willingness to: adapt/transfer skills to use new technology, contribute to development and maintenance of relevant website content, delivery of webinars, and development of interactive resources Professional approach to work, work colleagues and students: a proactive team member who can also work independently and show initiative, and demonstrates good organisational, oral communication, interpersonal, and time management skills.	Essential Essential Essential Essential	Application Form/ Interview Application Form/ Interview Application Form/ Interview Application Form/ Interview