



JOB DESCRIPTION

Title of the post: Academic Support Librarian
[Permanent, Full Time]

Department: Library Services

Reporting to: University Librarian

The University

Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses, which include a year-long industrial placement. Undergraduate and postgraduate degrees and apprenticeships are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land, the total area farmed is approximately 494 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Applied Life Sciences, Animal Science and Health, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews.. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 60% of our submitted research was rated either internationally excellent or world. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities

supported by strong industry links and partnerships with companies including Saputo Dairy UK (formerly Dairy Crest), CLAAS and Ice Robotics.

Current high-profile projects include the Hands-Free Farm – following on from the world-first Hands Free Hectare autonomous farming success; controlled traffic farming and development of laser weeding.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

The University was the highest performing modern university in The Times and Sunday Times Good University Guide 2016 to 2022.

In the QS World Rankings for Agriculture and Forestry published in March 2022, Harper Adams was ranked first in the world for its reputation with employers.

Harper Adams University is a six-time winner of the Whatuni? Student Choice Award for best job prospects.

The University is ranked Top 5 in the UK for student satisfaction, based on the results of the National Student Survey 2022, and more UK-based, full-time, first degree undergraduates from Harper Adams University are in work or further study than from any other university in the country, according to 2022 Graduate Outcomes figures.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre opened 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has bowling green and tennis courts that are available for staff use during the summer period. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

The Role

The postholder will provide high-quality library services to enhance both the student and staff experience and maximise the benefits of using library collections and services. Working with the University Librarian, the postholder will proactively contribute to the provision of a blended and holistic curriculum of digital and information literacy and other academic skills, helping to enhance the student experience, retention and academic attainment. By understanding the needs of students as they move through their University experience, the postholder will aim to develop academic success, lifelong transferable skills and employability of our students.

Main responsibilities

1. Responsible for supporting learning, teaching and research by:
 - Being the primary point of contact for a designated school or department and engaging in ongoing liaison to ensure curriculum support services provided by the library are integrated and meet student needs.
 - Contributing to the development, maintenance and enhancement of the learning and teaching standards of the Library.
 - Engaging in curriculum design and delivery, creating opportunities to embed information and research skills development and ensuring effective provision at all levels and at relevant times across the academic lifespan.
 - Designing, teaching and evaluating innovative information and digital literacy training sessions, helping to enhance the retention and attainment of students. There will be focus on a specific School(s)/department but cross-University working may also be required
 - Designing and creating high quality teaching materials and resources, including creating learning and instructional materials in support of specific taught sessions and for more general self-directed use, exploiting the use of appropriate online tools and packages to enhance delivery.
 - Contributing to the development and implementation of student and academic engagement strategies
 - Providing one-to-one support for library users, either in the Library or remotely, in the use of academic information resources such as specialist databases (e.g. Digimap) and information management tools; and
 - Co-ordinating information resources in designated subject areas, in consultation with academic staff, making evidence-informed decisions and auditing to ensure that information meets curriculum and research needs
 - Providing expert advice and guidance to staff and students to enable them to pursue their learning, teaching and research effectively.
 - Proactively assessing user needs and expectations by gathering and analyzing routine data and analytics including user surveys such as the NSS.
 - Maintaining an attractive and safe study environment by conducting regular checks of library facilities, floor-walking, supervising the study environment and user behaviour, and reporting building issues.
 - Working as part of 'management cover' as required and some supervision of staff allocated from time to time, to support library projects and everyday operations such as ordering.
 - Representing Library Services on both internal and external committees and bodies on behalf of the University Librarian.
 - Actively engaging with service developments, offering expertise and advice, and encouraging the involvement of colleagues.

 - Sharing knowledge with library, particularly around new tools, technologies and pedagogic practice, that can enhance student experience, service provision and operational workflows.
 - Cultivating an awareness of the major trends and developments in the library and higher education sectors that have a bearing on the Library and its service offer.

The above list is not exhaustive.

Personal Specification

| | Essential | Desirable |
|--------------------|---|--|
| Qualifications | <p>Educated to degree level.</p> <p>Professional qualification in Library and / or Information Studies</p> <p>Evidence of continuing professional development.</p> | <p>Significant previous experience in providing liaison / subject librarianship in an FE or HE environment</p> |
| Experience | <p>Recent experience of delivering information and digital literacy training</p> <p>Recent experience of developing and promoting library resources and services, preferably in an educational setting.</p> <p>Demonstrable experience of using initiative and working independently.</p> <p>Experience of developing library services or support for a wide range of users.</p> <p>Knowledge of technology enhanced learning and its potential for enhancing library services</p> <p>Demonstrable experience of successful engagement with internal and external stakeholders.</p> | <p>Knowledge of information relating to the subject portfolio.</p> |
| Knowledge/Skills | <p>Excellent communication, interpersonal and advocacy skills.</p> <p>Proven problem-solving capability.</p> <p>Ability to manage workloads and to prioritise work appropriately.</p> <p>Ability to work collaboratively and create effective working relationships.</p> <p>Ability to cope with an environment of change.</p> <p>Ability to innovate.</p> | |
| Personal Qualities | <p>A positive, inclusive and collaborative ethos, demonstrating self-awareness, open-mindedness and reflection.</p> | |

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary The commencing salary will be within the range £32,348 - £35,333 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28th day of the month.

Contract Term This is a full time/permanent post. The employment may be terminated during the course of the contract by either party giving one months' notice in writing.

Hours of Work The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.

Holidays The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. Annual holiday entitlement rises to 25 working days on completion of 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.

All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.

Sick Leave During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Pension The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.

Exclusivity of Service You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

Criminal Convictions The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer.

Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be submitted no later than midnight on 10 February 2023