Learning & Information Resources Lead

Overview

Bader College, located at historic Herstmonceux Castle, East Sussex, is the overseas campus of Queen’s University, Canada. The campus occupies a 600-acre estate, including a range of academic, residential, and recreational facilities. Our dedicated faculty and staff provide exceptional academic programming for undergraduate and postgraduate students from Canada and around the world. We also serve as a venue for international conferences and meetings. In addition, the College is used for commercial purposes and is open to the public to visit the gardens and grounds. The Castle also hosts weddings, events and other functions on a regular basis.

Bader College is committed to employment equity, inclusion and diversity and supports fair treatment and opportunity for all. No job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Learning, Information and Resources Department

The Learning, Information and Resources department consists of two members of staff: the Learning & Information Resources Lead and the Library Assistant. The Learning & Information Resources Lead is responsible for the following areas of activity within Bader College:

- the academic library services
- the campus bookstore service
- digitalisation and storage of the Bader College Archive
- user support, which may involve one-on-one advice sessions
- Data Protection & Copyright.

Salary: £33,000 to £36,000 per annum pro rata

Working hours: 25 hours per week – 9am to 3pm Monday to Friday with one-hour unpaid lunch break. Flexibility will be required in respect to specific student activities such as the start and end of term etc.
## Job Description

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<tr>
<th>Main purposes of job</th>
<th>Library and Archive</th>
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<tr>
<td>• Develop and deliver effective learning and information services to support teaching, learning and research at Bader College and the commercial activities on Herstmonceux Castle Estate.</td>
<td>• Maintain data systems to enable accurate recording and retrieval of student and course data.</td>
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<td>• Provide training to stakeholders in the use of all services and technology, including information literacy skills sessions for students.</td>
<td>• Develop and manage the library collections, including electronic collections.</td>
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<td>• Assist with user enquiries, which may involve one-on-one advice sessions.</td>
<td>• Assist the research coordinator with the upkeep of the Castle Archive.</td>
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<td>• Provide strategic direction for the library, learning and information resource function.</td>
<td>• Collation of textbook information and reading lists from course instructors prior to the start of each term.</td>
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<td>• Act as the Data Protection Officer (DPO) for the organisation.</td>
<td>• Managing the student bookstore and library holdings to ensure provision of required reading materials to students including refunds and buy-backs of course books.</td>
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<td>• Protect the archive history of the Castle.</td>
<td>• Maintain connections with external libraries and services to ensure access to resources beyond Bader College and the university, particularly with Queen's University main campus in Canada.</td>
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<td>• Liaise between the services and stakeholders.</td>
<td>• Advise academics and researchers on general copyright issues, publishing contracts, journal policies on open access (OA), text and data mining (TDM) and terms and conditions for accessing databases.</td>
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**Service delivery**

- Develop and deliver effective, customer-centric information and learning services to all stakeholders.

**Team management**

- Manage the work of the Library Assistant, including mentoring and supervising daily work to ensure effective service delivery.

**Strategy, planning and policymaking**

- Provide strategic direction to the library and learning services.
- Develop and deliver an annual operational plan for student learning tailored yearly to student needs.
- Ensure the service activities within the role are supported by accurate and up-to-date policies.

**Customer liaison, training, and support**

- Act as the main liaison between stakeholders and the services.
- Provide training to stakeholders in the use of all services, including information literacy skills sessions for students at the start of each term.
## Job Description and Person Specification: Learning & Information Resources Lead

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<th>Main duties cont’d</th>
<th>term, and the use of technology and learning resources for faculty and staff.</th>
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<td><strong>Data Protection Officer</strong></td>
<td>To be the DPO for the organisation, liaising with the IT team on data extraction and the HR manager on responding to requests.</td>
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| **Copyright** |  - Ensuring readings distributed to students are copyright compliant.  
  - Adding title page to articles requiring copyright information. |
| Key results/objectives |  - Students and faculty can access required learning resources in a timely and user-friendly manner.  
  - Users are orientated with library and learning services.  
  - There is a high level of user satisfaction with library and learning services.  
  - The Castle and library archive is well maintained and catalogued. |
| Responsible for staff/equipment | Library Assistant |
| Reporting to | Deputy Academic Director |

### Person Specification

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications |  • CILIP accredited degree (BA or MA) in Library and Information Studies (or equivalent). |  • Chartership status.  
  • Membership of CILIP. |
| Skills/competencies |  • Outstanding communication, presentation, teaching, and interpersonal skills.  
  • Familiar with information and learning technologies including e-learning, web tools and social media. |  • Knowledge and experience of systematic review methodology to support faculty in multiple types of reviews. |
| Knowledge and experience |  • Demonstrable experience in an academic library.  
  • Working knowledge of supporting on-line teaching. |  • Knowledge of current and emerging trends in library and information services. |
| Special attributes |  • High level of attention to detail.  
  • Flexible approach. |  |
| Personal qualities |  • Strong initiative, resourcefulness, and flexibility.  
  • Ability to function effectively independently and as a team member.  
  • Ability to manage multiple tasks and competing priorities. |  • Willingness to seek out ongoing professional development opportunities.  
  • Willingness to learn new technologies. |
| Other |  • Satisfactory completion of an enhanced DBS check.  
  • The right to work in the UK. |  |