Job Description – Learning and Teaching Librarian Accessibility

About the Role

Many Open University study materials are presented to students through online virtual learning environments. This role will take the operational lead in the Library’s role in provision of accessible content for a range of students.

The post holder will be situated in the Library’s Learning and Teaching team and will be required to work collaboratively across other Library teams, the OU’s Learner and Discovery (LDS) portfolio and other stakeholder teams across the University as required.

Key Responsibilities.

Take the Library’s lead on the provision of materials in alternative formats for a range of OU students

Work with Library and Faculty teams engaged in module and qualification production to ensure Library content is accessible to all users’ needs

Work with colleagues across the Library to assess the accessibility of third-party content.

Supervise the work of a Grade 5 Library assistant supporting this work.

Develop and maintain effective relationships with internal and external colleagues across Faculties and unit in support of the work.

Source, evaluate and report on data to assess the use and impact of accessible Library content; to assess trends, value for money and return on investment and to inform future activity regarding accessible content provision and LDS and Library strategy.

Ensure compliance with all relevant Copyright and Accessibility legislation

Skills and Experience

- Educated to degree level in librarianship or information science (or currently studying towards it) or equivalent professional qualification
- GCSE Maths and English (or equivalent)
- Good IT skills in Microsoft Office, particularly Excel, Outlook and Word.
- Proven experience of working with electronic resources
• An understanding of how to design effective accessible learning experiences, and ability to identify the best teaching approach to deliver the required learning outcome.

• An understanding of copyright and licensing risks and issues with regard to the use of Higher Education library third party content.

• Communicates effectively with a variety of audiences; negotiates effectively; appropriately manages conflict.

• Plans, schedules, prioritises and allocates work effectively; delivers to multiple deadlines.

• Uses initiative to identify and solve problems proactively; uses good judgement to refer issues upwards as necessary; identifies and manages risk.

• Is respectful and polite towards others; builds proactive working relationships; works collaboratively across organisational boundaries to achieve common goals.

• Remains effective and positive even under pressure.

• Identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills.

• An awareness of Equal Opportunities issues and a commitment to equal opportunities and diversity.