Job Description – Learning & Teaching Librarian

About the Role

The role of Learning & Teaching Librarian has three main purposes

1. To support learning and teaching activities, including the development of students as independent learners, by providing advice and guidance on the access to and use of Library Services content, resources and services to meet the needs of students, learners and University staff.
2. To work in collaboration across the OU’s Learner and Discovery (LDS) portfolio and with faculty colleagues to support the growing digital capabilities agenda and integrate library content systematically into the curriculum using new and innovative approaches as appropriate.
3. To promote and embody positive attributes and behaviours in a fast-moving context and champion the values of the organization.

Key Responsibilities

The postholder will focus on two or more of the specialist areas below.

Enquiry Services
- Provide expert assistance to students, staff, Associate Lecturers (ALs are off-campus module tutors) and researchers via a virtual helpdesk (email, webchat and telephone) and occasional in-person enquirers.
- Investigate and respond to e-resource troubleshooting problems, in collaboration with the E-Content Advisors.

Academic Liaison
- Develop effective working relationships with the teams producing new modules and qualifications by contributing to the institutional Learning Design processes and recommending and agreeing requirements for Digital and Information Literacy (DIL) and content integration.
- Collaborate with Faculty and Library Services colleagues to integrate existing library content into OU study and collate requirements for new acquisitions where appropriate.
- Support modules already in presentation to students.
- Evaluate the use and effectiveness of library content; to assess trends and return on investment and to inform renewals, future purchasing decisions and library strategy.
- Establish and develop effective working relationships across departmental boundaries, to promote and deliver digital capabilities in modules,
qualifications and other forms of learning delivery (for example Badged Open Courses (BOCs), microcredentials, Apprenticeship degrees).

Accessibility
- Work with colleagues across the library to assess the accessibility of third-party content.
- Work with Library and Faculty teams engaged in module and qualification production to ensure library content is accessible to all user needs.
- Develop and maintain effective relationships with teams across the University, championing Library Services’ role in providing accessibility services.

Authoring
- Work closely with the Academic Liaison and Live Engagement teams, and Faculty colleagues, to advise and agree on requirements for digital capabilities’ integration into modules, qualifications and other forms of learning delivery.
- Create, reuse and maintain accessible multimedia materials that teach DIL skills, informed by best practice in technology-enhance learning and learning design.
- Update and maintain information, advice and guidance (IAG) content and Library Services web pages and promote awareness of and engagement with the OU’s DIL skills framework (2012) and digital capabilities agenda.
- Embrace innovative technologies to deliver skills training, increase accessibility and improve the student experience and showcase best practice.

Live Engagement
- Design and deliver live training events for students and staff. This includes, but is not limited to, online and in-person events and training on a range of DIL skills and capabilities embedded in the curriculum.
- Grow and enhance community building through social networks, working directly with the Engagement and Insight team.
- Work closely with the Authoring and Academic Liaison teams to ensure DIL skills and capabilities are delivered in the most appropriate way to meet module/qualification learning design and student need.

Internal and external perspectives
- Contribute to the development of efficient workflows and processes, to support all colleagues and stakeholders.
- Develop and maintain effective relationships with internal and external colleagues across faculties and units; championing Library Services’ role in providing the optimum services to students.
- Keep abreast of external trends and developments, particularly in the Higher Education sector and learning technologies). Enhance and maintain professional expertise in order to contribute to strategy and facilitate continuous improvement.
Skills and Experience

Essential

- Educated to degree level in librarianship or information science (or equivalent professional qualification)
- GCSE Maths and English (or equivalent)
- Good digital capabilities, especially in Office 365 applications, databases and library management systems
- An understanding of how to design effective accessible learning experiences, and ability to identify the best teaching approach to deliver the required learning outcome
- Experience of working with electronic resources
- Knowledge of learning technologies and their application
- Experience of writing for the web and creating educational 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

Desirable

- Chartered Librarian
- Fellowship of Advance HE
- Experience of collection development
- Experience of teaching or delivering online training
- Ability to manipulate, analyse and interpret data
- Awareness of the issues surrounding distance education and the political environment in relation to HE
- Subject specific knowledge, for example experience of information resources enabling you to support a Faculty (Business & Law; Arts & Social Sciences; Wellbeing, Education & Language Studies; Science, Technology, Engineering & Mathematics)