Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14111 &amp; 14102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Learning and Teaching Librarian</td>
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<tr>
<td>Reports to:</td>
<td>Senior Library Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 to £38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time (37 per week)</td>
</tr>
</tbody>
</table>
| Location:         | Library Services  
                      | Walton Hall |
| Closing date:     | 12:00pm (noon), 13 November 2017 |
| Type of application form accepted: | Long version and covering letter |
|                   | Your covering letter, of no more than 500 words, should address why you are applying for the role and summarise your two main attributes that make you an ideal candidate for this post. Without this document the panel will not be able to shortlist you |
| Number of referees required: | 3 |
| Unit recruitment contact: | Library-Recruitment@open.ac.uk |
2. Summary of duties

Provide specialist support to Faculty and University colleagues engaged in the delivery of Open University (OU) learning.

The post-holder will focus on 2 or more of the following specialist areas:

**Academic Liaison**

Work with the teams producing 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.

Work with the other team members to promote and deliver DIL in modules, qualifications and other forms of learning delivery (for example Massive Open Online Courses (MOOCs), Badged Open Courses (BOCs), Apprenticeship degrees).

Work with Faculty and colleagues across Library Services to integrate existing Library content into OU study and gather and agree requirements for new acquisitions where appropriate.

**Authoring**

Work with Academic Liaison librarians and faculty colleagues, to advise and agree on requirements for DIL activities to be integrated into modules, qualifications, and other forms of learning delivery.

Create or reversion activities for modules and qualifications to agreed processes and standards, using institutional learning design principles and techniques.

Write copy for OU Library Services' online presence (websites, intranets).

Contribute to the development and maintenance of a showcase of DIL activities.

Work closely with the Live Engagement team to ensure DIL skills are delivered in the most appropriate way to meet module/qualification learning design and student need.

Explore and embrace new and innovative technologies to deliver skills training, increase accessibility and improve the student experience.

**Live Engagement**

Design and deliver direct training events for students, staff, Associate Lecturers (ALs) and researchers. This includes, but is not limited to, synchronous online and in-person events and training on a range DIL skills embedded in the curriculum.

Grow and enhance community building through social networks, working directly with the Quality and Insight team. Work closely with the Authoring team to ensure DIL skills are delivered in the most appropriate way to meet module/qualification learning design and student need.

**Enquiry Services**

Assist in developing and delivering enquiry services to students, staff, ALs and researchers via a virtual helpdesk (email, webchat, phone and in-person).

Answer information resource-related enquiries that require the use of library content, and/or detailed knowledge of the library's holdings and services.
**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 UK Higher education sector, eLearning technologies and academic libraries). Enhance and maintain professional expertise in order to contribute to strategy and facilitate continuous improvement.

**Content**

To evaluate and report on the use and effectiveness of Library content; to assess trends, value for money and return on investment and to inform renewals, future purchasing decisions and library strategy.

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### 3. Person specification

#### Education, qualifications and training

<table>
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<tr>
<th>Essential:</th>
<th>Measured by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level in librarianship or information science (or currently studying towards it) or equivalent professional qualification</td>
<td>A. Application</td>
</tr>
<tr>
<td>GCSE Maths and English (or equivalent)</td>
<td>A. Test</td>
</tr>
<tr>
<td>Intermediate level IT skills in Microsoft Office, particularly Excel, Outlook and Word.</td>
<td>A. Interview</td>
</tr>
</tbody>
</table>

**Essential:**
- Membership of the Higher Education Academy (HEA)
- Membership of the Chartered Institute of Library and Information Professionals (CILIP)

**Desirable:**
- Experience of collection management/ development
- Experience of teaching or delivering online training

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#### Knowledge, work and other relevant experience

<table>
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<th>Essential:</th>
<th>Measured by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proven experience of working with electronic resources</td>
<td>A, C</td>
</tr>
<tr>
<td>Knowledge of new technologies and their potential use in pedagogy</td>
<td>A, B, C</td>
</tr>
<tr>
<td>Experience of writing for the web and creating educational content.</td>
<td>A, C</td>
</tr>
<tr>
<td>An understanding of how to design effective learning experiences, and ability to identify the best teaching approach to deliver the required learning outcome</td>
<td>A, B, C</td>
</tr>
</tbody>
</table>

**Essential:**
- Proven experience of working with electronic resources
- Knowledge of new technologies and their potential use in pedagogy
- Experience of writing for the web and creating educational content.
- An understanding of how to design effective learning experiences, and ability to identify the best teaching approach to deliver the required learning outcome

**Desirable:**
- Experience of teaching or delivering online training
| Ability to manipulate, analyse and interpret data | A, B, C |
| Awareness of the issues surrounding distance education and the political environment in relation to HE | B, C |
| Subject specific knowledge, including knowledge of relevant information resources enabling you to support a Faculty | B, C |

### Personal abilities and qualities

#### Essential:

**Communication**: communicates effectively with a variety of audiences; negotiates effectively; appropriately manages conflict.

**Planning and organising**: plans, schedules, priorities and allocates work effectively; delivers to multiple deadlines.

**Initiative and problem solving**: uses initiative to identify and solve problems proactively; uses good judgement to refer issues upwards as necessary; identifies and manages risk.

**Team working**: is respectful and polite towards others; builds proactive working relationships; works collaboratively across organisational boundaries to achieve common goals.

**Working under pressure**: remains effective and positive even under pressure.

**Continuous improvement**: identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills.

#### Desirable:

None

### 4. Role specific requirements e.g. Shift working

Some evening or weekend work may be required.
5. About the unit/department

**The Open University**
The Open University (OU) transforms lives through education. It is the United Kingdom’s only university dedicated to distance learning, and teaching over 170,000 people every year, the OU has become by far the largest university in the UK. The University promotes educational opportunity and social justice by providing high-quality university education to all who wish to realise their ambitions and fulfil their potential.

**Translation, Learning and Teaching Innovation Portfolio**
Translation sits within the Learning and Teaching Innovation Portfolio. Translation is a new collaboration between Library Services, the Open Media Unit, Development and Production, Commissioning and Technology Enhanced Learning with approximately 450 staff. We work collaboratively with Faculties, Partners and Students to understand, shape and deliver the design, development, and production of their curriculum and corporate solutions. We produce and maintain learning environments for around 600 modules and other projects. We are pushing the boundaries of learning technology, design, student experience and innovation, and placing students at the heart of our work.

**Library Services**
The Open University Library is recognised as being at the leading edge of delivering library services to distance students responding positively to new opportunities and challenges within a rapidly changing environment. Supporting innovative teaching, learning and research, enabling access to world-class resources and developing student’s skills that enable them to become independent learners and enhance their employability.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Cheryl Coveney on 01908 659522 or email: cheryl.coveney@open.ac.uk.

If you have any questions regarding the application process please contact email: Library-Recruitment@open.ac.uk.
7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12:00pm (noon) on 13 November 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your application should include:</td>
<td>To be considered for this post, please ensure that you send a completed application form and a covering letter as set out below.</td>
</tr>
</tbody>
</table>

**Application form**

The selection panel will be paying particular attention to the following section of the application form: “Please use this space to describe briefly the nature of your present appointment or any other information you consider relevant to this application not covered elsewhere”.

**NB**: It is important that candidates complete all sections of the application form in full.

**Covering letter**

Please set out in no more than 500 words the following:

a) Why you are applying for the role
b) Your 2 main attributes which make you an ideal candidate for this post

*Without this document the panel will not be able to shortlist you.*

A CV is not required and will not be considered as part of the selection process.

*Please quote the correct vacancy reference for the post you are applying for.*

**Post it to:**

<table>
<thead>
<tr>
<th>Name/Job title:</th>
<th>Staffing Assistant (LTI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>Library Services</td>
</tr>
</tbody>
</table>
| Address: | Library  
The Open University  
Walton Hall |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | Library-Recruitment@open.ac.uk |
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Cheryl Coveney, Senior Library Manager (STEM, Academic Liaison)</th>
</tr>
</thead>
</table>
| The other members of the interview panel will be: | Liz Mallet, Senior Library Manager (WELS, Authoring & Live Engagement)  
Jen Isaac, Staffing Manager |
| Assessments and interviews will take place on: | 20 and 24 November 2017 – *shortlisted candidates will need to be available on both days.* |
| The selection process for this post will include | A written assessment, a group assessment and a panel interview designed to assess your ability to meet criteria. 
We will let you know as soon as possible after the closing date whether you have been shortlisted. Further details on the selection process will also be sent to shortlisted candidates. 
Applications received after the closing date will **not** be accepted. |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

If you do not hear from us by 16 November 2017, you should assume that you have not been shortlisted for interview but we do thank you for your interest.

Applications received after the closing date will not be accepted.