University of Edinburgh

Job Description

1. Job Details
  Job Title: College Librarian
  School/Support Department: IS/Library, Museums & Galleries
  Unit (if applicable): College Liaison
  Line manager: Director of Library Services

2. Job Purpose
To lead, manage, and develop customer-focused professionally robust Library services to ensure that the needs and objectives of Colleges and Schools, of staff, students and researchers, are met through the efficient and effective delivery of services which are matched to the strategic requirements of Information Services and the University. To be a member of the Library senior management team responsible for assisting the Director of Library Services in all areas of Library, Museums and Galleries management and strategic development.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>To contribute to the development of Library strategy and policies as a member of the Library Senior Management Team.</td>
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<td>To give a lead in the formulation of Library strategy to ensure that it is tailored to the College’s requirements in both teaching and research and ensure that the Library’s strategic aims for services are developed, implemented, and delivered fully and equitably across the Colleges</td>
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<td>To work closely with the Director of Library Services representing and advocating the College user perspective in order to influence the Library’s decision-making and activities</td>
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<td>To direct current service delivery to the College, to initiate innovations in policy and practice within the Library, and to facilitate the operation and understanding of print and digital information services to the College</td>
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<td>To manage budgets, staff and services with the aim of achieving financial and quality service targets, and to report to the College on current budget performance and prepare financial forecasts</td>
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<td>To exercise a high degree of responsibility at a senior level in the areas of management and professional expertise and to liaise with senior University staff</td>
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<td>To develop the print and digital collections appropriate to the College’s teaching and research needs and to manage existing collections in consultation with academic staff</td>
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<td>To represent the Library in a variety of external relationships ranging from formal negotiation of external stakeholder contracts to ambassadorial visits</td>
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4. Planning And Organising

- The College Librarian reports directly to the Director of Library Services, is a member of the Library Senior Management Team, and contributes to the strategic planning of the Library in the widest sense.
- The College Librarian is the interface between the Library and its users, and plans and initiates policy changes appropriate to the needs of the College.
- The post-holder manages major one-off projects, and maintains relationships with external institutions and stakeholders which benefit the College.
- The College Librarian manages a team of Senior Liaison and Liaison Librarians who work directly with the College and its Schools.
- The College Librarian provides the customer focus in the Library, through directing, negotiating and planning with a range of Library-wide service providers (in Bibliographic Services, Digital Library Services, Public Services, and Collections) to develop and enable the most effective service delivery to the College.
- The programme of work is planned by the post-holder, in consultation with the Director of Library Services. Work planning takes the form of regular meetings with the Director of Library Services and other senior management to assess progress against agreed objectives and targets within the context of annual work-plans.

5. Problem Solving

- Resolving conflicting views within a College/School on how a collection, resource or library are managed or funded e.g. the closure of a site library
- Identifying where services are falling short of milestones and initiating appropriate remedial action
- Identifying and monitoring new teaching and research developments in the College and determining how these might be facilitated by the Library

6. Decision Making

- The College Librarian is responsible for formulating and taking all decisions on services to the College, in line with the IS strategy and the Library strategy
- The post-holder prepares the Materials Budget (for the purchase of print and digital resources) at the start of each session for ratification at the College Library Committee
- The post-holder reports regularly to the College Library Committee, which is an advisory committee on library matters, particularly on expenditure of the Materials Budget and any external income relating to the College
- The College Librarian is responsible for print and digital collection development within the College

7. Key Contacts/Relationships

**Internal:**
- Library Senior Management Team, Heads of Library-wide service teams, Site & Services Supervisors, Frontline service providers, Colleagues in other parts of Information Services

**University:**
- College and School Heads, Conveners of College committees, College Registrars and administrative staff, Academic staff, Students, College Student Committees, EUSA

**External:**
- Staff at other university libraries, Professional associations, Funding bodies, Book, Journal and Database Suppliers, Publishers, Library consortia, Stakeholders such as NHS Lothian, NHS Education for Scotland, Donors etc
8. Knowledge, Skills & Experience Needed for the Job

a) Qualifications
   - A degree and qualification in librarianship or information science

b) Experience
   - At least 10 years experience of working in academic libraries at a senior level,
     preferably working in a liaison or public services environment
   - Significant experience of staff management, financial management and project management

c) Personal Attributes
   - Strong inter-personal skills, including influencing, networking and negotiating skills, and an
     ability to promote innovative services clearly
   - Diplomacy, persuasiveness and assertiveness
   - Capacity to complete projects independently and collaboratively
   - A willingness to take responsibility and to propose and deliver solutions to difficult problems
   - Ability to create, lead and motivate team working across a number of Divisions, that is
     between staff working directly for the post-holder and staff in other Divisions
   - Aptitude for customer service, including a commitment to continuous improvement in service
     delivery to the University
   - An understanding of and respect for the nature of academia and empathy with the issues and
     challenges of academic customers

9. Dimensions
   - The Library provides a service to the entire University community of some 20k students and
     7k staff across 17 physical sites, and also through the provision of a digitally-mediated
     service, both on and off campus.
   - The Materials Budget for the 3 Colleges for 2005/6 is £2,974,590 (this represents 37% of the
     total Library budget) and is the direct responsibility of the College Librarians.
   - The number of staff reporting directly to the 3 College Librarians is 13.
   - There is also a strong matrix management relationship to 47 staff based in the sites and to
     staff in the divisions of Bibliographic Services, Digital Library Services, Collections and
     Public Services.

10. Job Context and any other relevant information
    - There is a College Librarian for each of the three Colleges of HSS, MVM and S&E. They
      operate at the interface of the College/Information Services relationship.
    - The College Librarians operate in a rapidly changing information environment which requires
      monitoring and advocating developments as appropriate e.g. open access publishing
    - The post-holder operates at a Library and Information Services wide level for management
      and strategic planning
    - Staff in this role are also expected to engage, on behalf of the University, in financial and
      service negotiations with external customers such as NHS Lothian and the Church of
      Scotland, either annually or as the stakeholder relationship requires