

Job Title: Academic Librarian

Unit/School: Digital and Library Services

Grade: 5A/B

HERA: LIS14

Core purpose of role

This key role within DLS Library Services will directly contribute to Cardiff Met's Strategy 2030 as part of the Academic Services, Learning and Teaching function for the Library Service.

You will be part of a small team of Academic Librarians directed by two Academic Skills Specialists working collaboratively to design and deliver workshops and in-curricula teaching on information and AI literacies for students.

The role will be based at Cardiff Met's Llandaff campus and work as part of the wider Library team there, but there may be a need to work at the Cyncoed campus also.

As part of the wider Library team you will spend time on an enquiry hub to support students in the Learning Centre spaces.

Key responsibilities and contributions

- Induct, teach, and train students and staff in a variety of HE environments, such as workshops, seminars and large lectures, using a range of delivery techniques, and approaches.
- Ensure a professional, timely and customer-focused response to enquiries received, and to answer or refer these appropriately.
- Promote and market Library Services through proactive and professional utilisation of communication technologies.
- Contribute to the planning cycle and delivery of DLS strategic objectives to the University and its key stakeholders to implement innovation and change.
- Contribute to the design, development, quality assurance and evaluation of Library Services. This will include project group membership with designated responsibility to lead on key area, as well as the timely production of meaningful reports.
- Resolve problems and make decisions ensuring the effective delivery of services within own level of responsibility, referring more serious matters, as appropriate. E.g. NSS deficit programme areas.
- Mentor and coach colleagues and provide solutions to meet their development needs.



- Engage in continuous professional development by enhancing library, teaching, ICT and management qualifications.
- Participate in and develop internal and external networks in the areas of Library services, learning and teaching and account management E.g. WHELF sub-group membership and project involvement.
- Disseminate activities and findings internally and externally and draw on experiences to enhance Library Services' profile. This may include presenting at national conferences, other universities and internally.

Person specification

Essential qualifications / Professional memberships

- Degree qualification in a Library, information science or management discipline, or equivalent experience.

Essential experience, knowledge and skills

1. Sound understanding of pedagogical issues and development in HE.
2. Understanding of the application of ICT in higher education including library management systems, discovery services and other learning technologies. Sound understanding of issues related to Library & Information Services technology development. E.g. LMS, RDM, open access and research.
3. Knowledge of Library services within HE and experience of working within a library, IT or customer-facing working environment.
4. Ability to present and teach in a variety of settings from large lectures to small group tutorials.
5. Experience and/or understanding of UDL (Universal Design for Learning) approaches to teaching.
6. Sound inter-personal skills.
7. Excellent oral and written communication skills with staff and students at all levels.
8. Excellent time-management and ability to manage multiple simultaneous projects.
9. Proficient IT skills including MS Office applications, e-resource databases and learning technologies.
10. Ability to provide written and verbal reports to aid planning activities.
11. Ability to problem solve, and to identify and implement practical solutions.

Desirable

1. AFHEA or SFHEA accreditation, or commitment to achieve one in first 12 months of being in post.
2. Evidence of undertaking continuous professional development (CPD).
3. Commitment to equal opportunities, for example through participation in activities to support projects such as REC (Race Equality Charter) and Athena Swan.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.	Desirable	Desirable	Desirable	Desirable
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.