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***Job Description***

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| ***Post:*** | **Library Advisor** |
| ***Accountable to:*** | **Learning Resources Manager** |
| ***Department:*** | **Learning Resources** |

***Job Purpose***

Supervising the day to day running of the library to ensure all users receive a professional service and the best experience of working in a friendly, engaging and stimulating learning environment which caters for all styles of learning. Proactively working with curriculum staff to ensure teaching staff and learners are supported to improve outcomes and achieve their qualifications and goals. Play a proactive part in contributing to development plans and the future direction of the service.

MAIN DUTIES AND RESPONSIBILITIES

**Supporting and Supervising Library Staff**

1. To provide excellent customer service to all staff, students and visitors.
2. Manage the frontline services of the library including rotas and allocating tasks and duties to Library Assistants.
3. Meet with library team at start of day to highlight any tasks or activities for that day allowing staff input. Ensure that start and end of day routines are performed.
4. Communicate any policy/procedural changes with the team. Ensure any resulting staff training needs are identified to the Learning Resources Manager.
5. Support library staff in managing poor behaviour in the library and ensure that the environment is one which is conducive to study for **all** learners, escalating issues appropriately.

**Supporting Teaching Staff and Learners**

1. Work proactively with teaching staff: build up detailed information on their courses and needs, attend meetings, and identify, select, purchase and promote appropriate learning resources to support and extend teaching and learning at the site. Ensure that Library Assistants are involved in this work and are aware of learner needs.
2. Identify learner needs through formal and informal processes and advise the Learning Resources Manager how to adapt the service to provide for those needs.
3. Carry out library inductions for new staff and learners.
4. In conjunction with other Advisors, design, adapt and deliver stimulating and activity-based research and information skills sessions for learners in groups in topics such as (but not confined to): literature search, avoiding plagiarism, referencing etc.
5. Provide one-to-one research and information skills support to learners, enabling learners to become independent and confident in their research and learning, e.g. referencing and proofreading. Accurately record all activity.
6. Responding to complex learner enquiries, matching learner needs with appropriate and relevant resources.
7. Ensure that the library team participate in library activities in support of cross-college activity.
8. Where appropriate support learners with their UCAS applications and personal statements.

Promoting Library Services and Resources

1. Actively promote library resources and services by:
   1. Curating general online resources (ejournals, ebooks etc.) to meet specific curriculum needs of specific courses.
   2. Ensuring accessibility issues are met and that library resources and services are available to all.
   3. Ensuring teaching staff and learners are aware of all library materials specific to their area of study (including new materials and Blended Learning Consortium materials) by proactive marketing.
   4. Developing online study skills (e-tutorials) for distance learners and apprentices.
   5. Working with appropriate platforms (e.g. Moodle, Library Search, Chat bot etc.) to best promote library services and resources.

**Maintaining Standards and Service Activities**

1. Classify and catalogue new resources in accordance with agreed library standards. Where applicable, supervise staff in the cataloguing of new materials.
2. Ensure the physical appearance and layout of the library is of the very highest standard expected by our learners. Report and liaise with relevant college departments (Estates, Computer Services etc.) any faulty equipment or service.
3. Abide by financial boundaries with the Learning Resources Manager and ensure all purchases are made within those limits. Keep records of all purchases for that financial year.
4. Supervise the collation of income returns each week. Ensure records and receipts are accurate.
5. Meet with other Library Advisors on a regular basis to ensure that library services are delivered in a consistent manner across all sites and that a team approach to problems and opportunities is developed.
6. Utilising feedback from the learners take an active role in the development, planning, delivery and evaluation of the service, ensuring that the service is promoted effectively across the College.
7. Actively promote Equal Opportunities in the College.

Other Tasks

1. Comply with all College Policies & Procedures, keeping abreast of any changes and updating practice and/or systems to ensure continued compliance.
2. Ensure that all aspects of the College Financial Regulations are followed.
3. Contribute to and represent the overall vision and values of the College.
4. Ensure that all services are delivered in compliance with the Welsh Language Standards.
5. To flexibly respond to the needs of the business and to provide an effective service to our learners and other stakeholders.

##### Personal Development

In partnership with the College, take responsibility for personal development, including:

1. Participating in an annual staff review and identifying development needs.

2. Updating of professional, teaching and training skills and qualifications, through attending staff development opportunities, joining professional bodies and keeping informed of educational and professional initiatives.

1. Constantly maintain own competence in the latest VLE, Microsoft packages and other electronic resources used within the College and be able to provide advice and guidance to learners and staff on these packages.
2. Work in a self-reflective and proactive way, ensuring performance is in line with the latest development and practice.

Health & Safety

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

General

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.



***Person Specification –***

*The Person Specification identifies essential criteria needed for the job. The criteria are job-related, justifiable and non-discriminatory.*

*In your application you are asked to address only those criteria labelled A. These will be used to shortlist applicants.*

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| ***Criteria*** | **Essential** | **Desirable** | **Method** |
| ***Qualifications:*** | Degree or Level 5 equivalent | Degree or equivalent in Library/Information studies. | **A**  **A** |
| ***Knowledge & Experience:*** | * Teaching or instructing experience – in classroom, ad hoc and one-to-one situations. * Excellent customer care skills * Experience in developing new services to learners | * Familiarity with FE curriculum and the demands on teaching staff. * Knowledge of digital literacy skills in Wales | **I**  **A/I**  **I** |
| ***Skills & Abilities:*** | * Identify needs of teaching staff & learners * Promote resources and services * Conflict management including maintaining a good learning environment * Genuine interest in digital technologies as learning tools * Work under own supervision * Ability to motivate others |  | **A/I**  **I**  **A/I**  **I**  **I**  **I** |
| ***Personal Attributes:*** | * Proactive, enthusiastic and motivated * Well organised * Openness to change and innovation * Great teamwork ethic |  | **I**  **I**  **I**  **I** |
| ***Special Requirements:*** | * Flexibility * Able to work at short notice, including daytime and evening shifts * Able to work on any of the College sites as required * Clean and current driving licence. | * Welsh Language Skills –Level   (See detailed Language Level Descriptors attached)   * Learning to drive | **A**  **A**  **A**  **A** |

**A – Application Form**

**I – Interview**

**WRE – Work Related Exercise**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

**DISGRIFYDD LEFEL IAITH GYMRAEG**

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| --- | --- | --- | --- | --- | --- |
| **Welsh Essential** | **LEVELS** | **Listening** | **Speaking** | **Writing** | **Reading** |
| **Level 4**  **Proficient** | Able to understand all conversations involving work | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary | Skilled – able to complete complex written work without the need for revision | Able to understand all material involving work |
| **Level 3**  **High** | Able to follow the majority of conversations involving work including group discussions | Able to speak the language in the majority of situations using some English words | Able to prepare the majority of written material related to the area, with some assistance in terms of revision | Able to read the majority of material in own area |
| **Level 2**  **Intermediate** | Able to follow routine conversations involving work between fluent Welsh speakers | Able to converse with someone else, with hesitancy, regarding routine work issues | Able to draft routine text, with editing assistance | Able to read routine material with a dictionary |
| **Level 1**  **Foundation** | Able to understand a basic social conversation in Welsh | Able to answer simple enquiries involving work | Able to answer simple correspondence with assistance | Able to read basic material involving work (slowly) and understand text that consist mainly of high frequency everyday work related language |
| **Welsh Desirable** | **Entry** | Able to understand basic enquiries in Welsh (“Ble mae…? Ga’ i siarad â…?”) | Able to conduct a general conversation (greetings, names, sayings, place names) | Able to write basic messages (“Diolch am dy help.”) | Able to understand and read very short, simple texts |
| **None** | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all | No Welsh language skills at all |

**DISGRIFYDD LEFEL IAITH GYMRAEG**

***WELSH LANGUAGE LEVEL DESCRIPTORS***

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| **Cymraeg Hanfodol** | **LEFEL** | **Gwrando** | **Siarad** | **Ysgrifennu** | **Darllen** |
| **Lefel 4**  **Rhugl** | Gallu deall pob sgwrs yn ymwneud a’r gwaith | Rhugl – gallu cynnal sgwrs a gofyn cwestiynau, am gyfnod estynedig pan fod angen | Medrus – gallu cwblhau gwaith ysgrifenedig cymhleth heb angen adolygu | Gallu deall deunyddiau yn ymwneud a’r gwaith |
| **Lefel 3**  **Uchel** | Gallu dilyn y mwyafrif o sgyrsiau yn ymwneud a’r gwaith yn cynnwys trafodaethau grwp | Gallu siarad yr iaith yn y mwyafrif o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg | Gallu paratoi'r mwyafrif o waith ysgrifenedig yn ymwneud a’r maes, gyda pheth cymorth o ran adolygu | Gallu darllen y mwyafrif o ddeunyddiau yn fy maes |
| **Lefel 2**  **Canolradd** | Gallu dilyn sgyrsiau arferol yn ymwneud a gwaith, rhwng siaradwyr Cymraeg rhugl | Gallu sgwrsio gyda rhywun arall am faterion gwaith arferol, ond yn petruso | Gallu drafftio testun arferol, gyda chymorth golygu | Gallu darllen deunyddiau arferol gyda geiriadur |
| **Lefel 1**  **Sylfaen** | Gallu deall sgwrs gymdeithasol sylfaenol yn Gymraeg | Gallu ateb cwestiynau sylfaenol yn ymwneud a’r gwaith | Gallu ateb gohebiaeth gyda chymorth | Gallu darllen deunyddiau syml yn ymwneud a gwaith (yn araf) a gallu deall testun sy’n cynnwys iaith gwaith pob dydd yn bennaf |
| **Cymraeg Dymunol** | **Mynediad** | Gallu deall ymholiadau sylfaenol yn Gymraeg (“Ble mae…? Ga’ i siarad â…?”) | Gallu cynnal sgwrs gyffredinol (cyfarchion, enwau, dywediadau, enwau llefydd) | Gallu ysgriffennu negeseuon sylfaenol (“Diolch am dy help.”) | Gallu deall a darllen testunau byr, syml iawn |
| **Dim** | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl | Dim sgiliau Cymraeg o gwbl |