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| Logo  Description automatically generated | **Job Description** |
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**Job Title:** Library Services Advisor

**Responsible To:** Head of Library Services

**Job Purpose:** To support teaching and learning within NPTC Group of Colleges by providing high quality library services and to provide advice and support to all staff, students and members of the public when using library facilities and resources. To create resources and deliver training to help students to develop their digital and academic skills.

**Principal Responsibilities**

1. To provide advice and support to users of NPTC Group of Colleges Library Services, including those accessing library facilities on college premises, online and in college facilities located in Y Gaer Cultural Hub;
2. To develop and deliver workshops and training sessions on research skills, information literacy and digital skills;
3. To create materials and undertake activities to support learning both within the college libraries and on the college’s digital platforms;
4. To liaise with academic staff to promote and develop the services provided by the college libraries. To advise them of new resources and to ensure that library resources and services are appropriate to the learning needs of students;
5. To collaborate with and support Powys County Council Library staff to provide library services for students and college staff within Y Gaer Cultural Hub;
6. To provide appropriate advice and training for public library staff to ensure that they can meet the needs of students accessing library facilities within the Cultural Hub;
7. To provide ad hoc advice and information to members of the public accessing both public and college library facilities within the Cultural Hub;
8. To help library users to identify appropriate information using a range of electronic and printed information sources, such as textbooks, e-books and the WWW;
9. To provide advice and guidance in the use of materials, equipment and software available in the college and public libraries;
10. To provide circulation services and IT support at library helpdesks;
11. To supervise students with the aim of maintaining an orderly study environment;
12. To assist with library stock management activities and procedures, including the selection, acquisition, cataloguing and withdrawal of resources;
13. To create materials and undertake activities to promote library services at college events, within the libraries and on social media;
14. To maintain records and handle petty cash in accordance with the College’s Financial Regulations;
15. To undertake relevant administrative duties, as required by the line manager.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director which may lead to revisions in light of the operational requirements of the College.