



Job Description and Person Specification

Professional Services Staff

Job title: Content & Discovery Librarian

Department: Academic Operations

Pay Band: C

Line Manager: Library Manager

Role Purpose:

Oversee the selection, acquisition and discovery of the Library's print and online collections and associated content delivery services.

Coordinate the provision of resources to ensure relevant scholarly and industry-specific information is available to students and staff at the point of need in support of successful learning, teaching and research.

Engage with information publishers and suppliers to ensure that purchased materials and subscription resources are delivered within defined service-level and licence agreements.

Supervise the processing, cataloguing and classification of new print stock and the integration of online content within the Library Management and Discovery Systems to ensure that users are aware of the resources available, and information can be easily searched, accessed and used.

Work independently, and with colleagues and students to deliver a high quality, responsive and inclusive experience to all members of the Ravensbourne community.

Duties and Responsibilities:

- Coordinate and develop the Library's Content and Acquisitions policies, ensuring that print and electronic resources are acquired, managed and delivered to meet course-specific requirements, with particular focus on provision of reading list materials.
- Liaise with suppliers over content and service levels, license agreements and pricing.
- Oversee the acquisition, cataloguing and processing of print materials and electronic information resources, including books, journals, audiovisual collections and industry-specific content.
- Monitor in-year expenditure of allocated budgets for print and electronic information resources.
- Build and maintain beneficial relationships with publishers and aggregators of information in relevant subject areas and suppliers of associated library technologies, including external subscription databases, the Library Management System, Discovery Search tools and Reading List software.

- Oversee the provision of digitisation services for core and high-demand reading material, ensuring compliance with relevant copyright licensing and legislation, and related reporting obligations.
- Oversee the maintenance of the Library's content management systems, ensuring availability, accessibility and discoverability of resources are prioritised.
- Develop and maintain library processes for enabling access to online resources for partner institutions and for tracking and administering related subscription content and licence agreements.
- Participate in pro-active liaison between the library and academic teams to ensure provision of content and services to support teaching, learning and research at all levels. Contribute to design and delivery of library inputs to academic and professional staff development events and programmes.
- Support the development of library-led activities to integrate information literacy competencies within the curriculum, including embedded use of library resources in course design.
- Represent the department at Student Voice meetings and other appropriate forums to provide professional insight, gain feedback and explain services.
- Coordinate the collection of data on use of print and electronic resources. Collate and analyse statistics and produce reports to inform ongoing and future decisions relating to resource selection and acquisition.
- Recruit, line-manage and develop staff as required, including work allocation, performance management and identifying training needs.
- Develop and maintain documentation of procedures, policies and guidelines for effective acquisition, discovery and use of library resources. Identify and suggest emerging amendments where processes can be improved, or new initiatives introduced to achieve efficiencies and enhance user experience.
- Procure goods and services as required, ensuring compliance with Finance processes and procedures.
- Maintain an awareness of current developments in the relevant information and technology areas.
- Perform other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved.

Other

- Demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other Rules
- Comply with all legislative, regulatory and policy requirements (e.g. Finance, People & Culture) as appropriate.
- Carry out the policies, procedures and practices of Health & Safety in all aspects of the role.
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.

Key working relationships:

- Academic Heads, Course Leaders and course teams
- Students
- IT Services
- Academic Operations Colleagues
- Student Support Services
- Library staff at partner institutions

- External suppliers of resources and technologies
- Professional bodies – e.g. SCONUL
- Compliance authorities – e.g. CLA, ERA

Resources Managed

Budgets: N/A

Staff: Library Assistants (with future recruitment)

Other (e.g. equipment; space): N/A

Person Specification		
Knowledge & Experience	Essential	Desirable
Education		
Postgraduate qualification, ideally in Library and Information Studies/Science or related field, or equivalent professional experience	✓	
Undergraduate degree, ideally in a subject area taught at Ravensbourne (e.g. design, media, technology or business)		✓
Professional qualifications/experience		
Experience of collection development work across print and electronic resources within an academic or specialised library environment	✓	
Experience of library purchasing and acquisitions	✓	
Experience of managing relationships with external suppliers and organisations	✓	
Experience of Library Management System administration	✓	
Experience of library cataloguing and classification to current standards, e.g. Marc21 and DDC	✓	
Understanding of the role of the library in learning, teaching and research	✓	
Experience of operating a broad range of library technologies, e.g. discovery services, reading list software, digitisation tools and specialist scanning equipment	✓	
Experience of library discovery service administration		✓
Knowledge of digitisation services and copyright licencing		✓
Experience of project work		✓
Knowledge of digital accessibility standards and best practices		
Higher Education Experience		
Experience of working in a library setting in higher education	✓	
Core Personal skills, abilities and behaviours		
Management and Leadership:		
Experience of staff supervision and team leadership	✓	
Experience of line-management and appraisal	✓	

Communication:		
Excellent spoken and written communication skills and ability to explain complex ideas clearly and effectively	✓	
Ability to prepare standard business correspondence, reports and documents	✓	
Organisation:		
Ability to be well prepared and organised in a busy environment, working independently and using initiative to solve problems.	✓	
Technology:		
Good general IT skills and knowledge of MS Office, incl. Word, Excel, Powerpoint and Teams	✓	
Organisational Values:		
Ability to deliver services with professionalism and to defined standards	✓	
Ability to respond positively and creatively to change	✓	
Commitment to developing inclusive services and working environments	✓	

This Job Description may be reviewed, and duties amended aligned with Ravensbourne’s requirements, any changes will be made in collaboration with the postholder.

Our Values

Connection: We value what happens together and we collaborate to achieve our collective goals.

Dynamism: We embrace every opportunity to adapt and optimise.

Inclusion: We celebrate our diversity, and we embrace difference as a source of strength.

Professionalism: We aim for quality in everything we do and take pride in our work.

