



**NORWICH
UNIVERSITY
OF THE ARTS**

**Subject Librarian
0.5 FTE**

norwichuni.ac.uk

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Subject Librarian

Part-time - 0.5 FTE

18.5 hours per week for 52 weeks per year.

Working pattern:

8:45am to 5pm Mondays and Tuesdays

8:45am to 12:30pm Wednesdays

Salary:

From £13,222 to £15,243 per annum

*Pro-rated from a full-time salary of
£26,444 to £30,487 per annum*

Closing date for applications:

23rd June 2024

Interviews will be held on:

10th July 2024

This is a fantastic opportunity to join a forward-looking specialist arts university which has ambitious plans. We are seeking a Subject Librarian to assist in the delivery of our high-quality Library service.

The Library team supports the full range of undergraduate and postgraduate provision within the University, and you will bring your library and information skills to strengthen these aspects of our work.

You will be responsible for the acquisition and cataloguing of resources appropriate to creative subjects, including processing reading list requests during the summer vacation. You will also be involved in delivering induction and information literacy sessions to new and returning students.

Under the guidance of Library Manager, you will work closely with colleagues in the Subject Librarian team in supporting students and staff across our Programme Areas.

You will be an enthusiastic and engaged team player, keen to support students to achieve their goals.

This role requires knowledge of the acquisition, cataloguing and processing of both physical and digital library resources. The ability to work effectively with IT and in particular Microsoft Office is essential. The successful candidate will have strong interpersonal and time-management skills, be student-focussed and committed to delivering a high-quality student experience.



Job Description

Subject Librarian

Reporting to: Library Manager





Job Purpose

- Assist with the day-to-day operations of the Library and the delivery of a high-quality Library service.
- Create and deliver inductions and Information Literacy sessions to students via face-to-face sessions, e-learning and blended learning.
- Effective course liaison to ensure the efficient acquisition and management of physical and online resources to support learning.
- Provide in-depth Library support to students of all levels.
- Attend Student Forums and other Faculty meetings as appropriate to ensure the Library is providing valued services and resources to students.
- Support the Library Manager with general Library projects.



Main Responsibilities

- Plan, create and deliver Information Literacy support to students on a one-to-one and group basis via face-to-face sessions, e-learning and blended learning to support inductions, research, course projects and research reports.
- Responsible for acquisitions, classification and collection management of both physical and online resources, keeping up-to-date with new developments.
- Assist the Library Manager with the monitoring, maintenance and troubleshooting of the catalogue, self-issue system, discovery layer and online resources to provide continuing access for Library users.
- Support users by providing assistance with using various information systems within the Library and web-based services including the catalogue, Discovery, and self-issue system.
- Undertake help desk duties including dealing with in-depth subject enquiries.
- Assist with the production of marketing and social media publicity in liaison with the Library Manager and Marketing Department.
- Work collaboratively with the Library Manager, Subject Librarian (E-Learning) and IT to create, review, edit, and maintain Library web page content, navigation, and access to resources.
- Assist the Library Manager as required with the recruitment, training and operation of Library helpers and processing of timesheets and pay claims.
- Carry out general Library projects including web editing, digitising stock, stock editing, relocation of books, and signage.
- Undertake any other duties of a similar level as required by the Library Manager.



Person Specification

Essential

- Relevant professional or academic qualifications, or evidence of working towards a professional qualification
- Evidence of related Continuing Professional Development (CPD)
- Knowledge and awareness of the academic functions of libraries
- Knowledge of the current context for Library provision including blended learning, student-facing service provision, communications and e-resources
- Demonstrable experience in Library/Information work
- Evidence of achieving user-led service excellence both in person and on-line
- Experience of using a range of information and service systems within the Library including cataloguing a variety of resources
- Evidence of awareness of contemporary systems for Library services and resources including digital/online access and social media

- Record of working constructively and flexibly as part of a team to deliver a consistent, high-quality service to users.
- Ability to engage effectively with library users to support groups or individuals as required
- Excellent team working, communication, and interpersonal skills
- Excellent organisational, IT and general administrative skills to support efficient operation of the service

Desirable

- Experience/knowledge of digital resources in terms of collections, archives and information storage and retrieval
- Experience of working with others to support a diverse range of student needs, learning styles and learners with disability
- Understanding or experience of delivering user inductions and developing and producing paper-based or electronic supporting material

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis to commence as soon as you are available.

Hours of Work

The standard hours of work are 37 hours per week. The hours of work for this post are 18.5 per week, and the working pattern is:

8:45am to 5pm Mondays and Tuesdays
8:45am to 12:30pm Wednesdays

Salary

This post is on an incremental salary scale. The salary for this post is Grade 5, which is from £13,222 to £15,243 per annum

Pro-rated from a full-time salary of £26,444 to £30,487 per annum

Annual Leave

Your annual holiday entitlement will be 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 24.4%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is:
23rd June 2024

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:
10th July 2024

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk.



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