UNIVERSITY OF
EXETER

THE POST

Service: Academic Services, Library and Research Support Division (http://as.exeter.ac.uk/)

Post: Academic Support Consultant
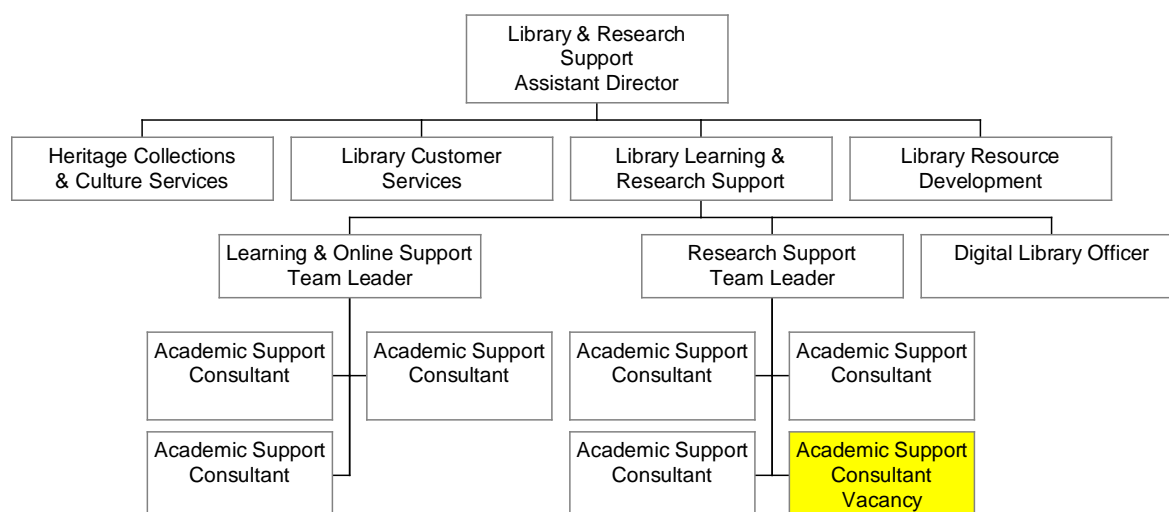
Reference No: R10557

Grade: E

Reporting To: Academic Support Consultant Team Leader

The above full-time permanent post is available immediately.

Organisation Chart

Main Purpose of the Job

To provide professional learning and research support to the Colleges within the University, with a particular focus on support for the specialist area of Middle Eastern Studies and related social science areas.

The mission of the Library Learning and Research Division is to be indispensable in resource provision and innovative in its delivery and exploitation. This post has a key role to play in delivering service excellence in support of that mission.

Main Duties and Responsibilities

1. **Managing the Arab World Documentation Collections**
   • Leading on collection development of AWDU collections in conjunction with relevant schools and colleagues
   • Selecting and acquiring materials relevant to AWDU collections
   • Cataloguing and classifying acquired materials to COPAC standards

- Providing enquiry services for AWDU collections and related materials held in Special Collections archives
- Liaising with Library Customer Services staff on AWDU policies, procedures and service delivery
- Liaising with Library Resource Development staff on acquisition, cataloguing and classification issues
- Leading on stock and space planning of AWDU collections in liaison with the Collections Manager
- Representing and publicising the Unit nationally and internationally, including through teh MELCOM network.

2. **Providing Professional Library Learning and Research Support**
- Providing highest quality, user focused, information-related learning and research support to the Institute of Arabic and Islamic studies and related areas such as middle eastern politics and the wider social sciences portfolio of subject areas
- Providing specialist enquiry services for middle eastern materials held with Heritage Collections.
- Providing expert advice, enquiry support and training in information discovery and exploitation
- Liaising with stakeholders, in particular with academic colleagues in Schools and students, in order to ensure customer focused service delivery
- Implementing the Academic Services collection development policy, in conjunction with the Collection Management Team
- Analysing and evaluating collections in collaboration with colleagues in Academic Schools in order to match changing learning and research profiles and priorities
- Leading on collection development of middle eastern collections in conjunction with relevant schools, including book selection and acquisition
- Cataloguing and classification of specialist middle eastern collections in line with international standards and supporting the promotion of these via RLUK submissions
- Developing, evaluating and refining a wide ranging programme of information and research skills training
- Developing web based learning materials and utilising the VLE for the delivery of information and research skills support to staff and students within the University
- Liaising with academic colleagues in Schools and the Educational Enhancement team to initiate and participate in e-learning projects
- Actively promoting the Institutional Repository and other services designed to aid the management of research and learning within the University
- Representing Library and Research Support Division at internal and external meetings
- Exploiting appropriate library 2.0 / web 2.0 / social media technologies and other related advancements
- Contributing to the planning, development and delivery of electronic library initiatives as key elements of learning and research support delivery
- Fostering collaboration with other teams within Academic Services and the wider University to implement electronic library initiatives
- Engaging with national and other external programmes of research and development in the electronic library arena (e.g. JISC)

3. **Planning and decision making**
- Assuming the day to day responsibility for the planning and management of library learning and research support for IAIS and related areas
- Setting priorities and managing workloads to meet key work objectives, targets and outcomes
- Engaging with performance management and professional development processes through the Performance and Development Review (PDR) and team meeting structures
- Monitoring service processes and delivery to ensure policies, activities and priorities reflect stakeholder requirements

4. **Developing and managing research projects**
- Researching and evaluating possible project/research funding opportunities, e.g. JISC funding
- Leading on and/or assisting with major research bids relating to exploitation of middle eastern collections, particularly in the digitisation arena
- Providing project management skills to plan, monitor and deliver approved proposals within time and to budget

5. **General**
- Participating in project management and development initiatives to implement service enhancements

- Supporting the vision, values and strategic objectives of Academic Services
- Building professional awareness by keeping up to date with best practice in the sector and disseminating new knowledge and ideas to relevant colleagues
- Promoting service excellence initiatives at Exeter to the wider sector through networking and participation in local and national groups, meetings and conferences
- Undertaking such other duties as may be required from time to time in furtherance of the work of Academic Services

Person Specification

Competency	Essential	Desirable
Prior experience	Significant evidence of library learning and research support in middle eastern area	Evidence of library learning/research support in social sciences area
Skills & Knowledge	Working knowledge of Arabic language Knowledge of the culture and history of the middle east Experience of stock selection and management of middle eastern materials Practical cataloguing and classification expertise High level academic liaison skills Development and delivery of research support activities Development and delivery of information skills training materials Familiarity with HE sector Excellent IT skills Familiarity with Library Management System functions Excellent organisational and time management abilities Ability to deliver exceptional customer service	High level Arabic language expertise Working knowledge of Kurdish, Persian and related language specialisms (or a commitment to developing these skills) Academic Library background Experience of working with archive collections Familiarity with Innovative/Millennium Library System Familiarity with formal Project Management processes Experience in formulating project grant applications Experience of digitisation projects Web editing skills Marketing and promotional skills Familiarity with social media, mobile service delivery
Personal Attributes	Flexible approach to work Committed team player Exceptional interpersonal skills Willingness to take initiative Confidence and ability to be self motivated and work independently with limited supervision	

Additional Information Relating to the Post

Salary
Salary will be £24,370 per annum on Grade E.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work
Contracted hours are normally worked between 8.30am and 5.30pm Monday-Friday. There may be some requirements to work evening or weekend hours by prior arrangement to accommodate specific access requests.

Annual Leave
The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website http://www.admin.ex.ac.uk/personnel/leave.shtml.

Probationary Period
The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance
All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom
If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at http://www.exeter.ac.uk/working/new/international/). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions
The Terms and Conditions of Employment can be viewed on line by visiting http://www.exeter.ac.uk/staff/employment/conditions/terms/

Pensions
Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and is currently under review. Information about the proposed changes and the effective date of the changes can be found at www.ussconsultation.co.uk

The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation
You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information
We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **18 July 2011.**

Applicants are invited to apply on-line via our e-recruitment system. This can be found at www.exeter.ac.uk/jobs . Please quote reference number **R10557** in any correspondence.

We expect to hold interviews in Exeter on the week commencing 19 September 2011.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.