

## JOB DESCRIPTION

<b>Job Title:</b>	Systems Librarian	<b>Grade:</b>	SG7
<b>Department:</b>	ILS/Library services	<b>Date of Job Evaluation:</b>	N/A
<b>Role reports to:</b>	Head of Library Services		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>			
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### PURPOSE OF ROLE:

To take overall responsibility for the new Library Management System (LMS) ensuring that system delivery supports the ILS and University Strategy.

To liaise with ILS staff who have daily responsibility for the management of Circulation, Cataloguing, Acquisitions, Resource Discovery, Electronic Resources and Institutional Repository components of the LMS.

To liaise and work with library systems teams from the Universities of Kent and Canterbury Christ Church in developing the new Unified Library Management System to meet its full potential and future development of the collaboration between the three Universities. The student experience must be at the centre of all decision making.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Ability to work without supervision, flexibly and collaboratively as a member of a multi-disciplinary and multi university team.
- Be responsible for the day to day operation, maintenance and data integrity of the LMS.
- To work with library colleagues to develop the LMS to improve library processes and services to users.
- Work with the Drill Hall Library team to ensure the LMS serves the collaborative service they deliver.
- Work with the User Services teams to ensure the LMS meets the circulation requirements.

- Work with the E-Resources librarian to ensure the LMS meets the needs of resource discovery and the Institutional Repository.
- Work with the Bibliographic and Acquisitions team to ensure the LMS meets their requirements.
- Provide training and support to the members of the library team in the use of core library systems and to manage work flows.
- Be responsible for planning and administering updates but always in consultation with all the ULMS teams.
- To analyse and produce operational and management reports and statistics using all available tools.
- To identify and advise on data quality issues impacting on the Library's systems and to contribute to their improvement.
- To investigate, diagnose and resolve library systems problems in liaison with ILS and collaborative colleagues communicating with both internal and external parties when necessary.
- The role holder will be able to communicate complex technical issues to specialists and non-specialists both within the university and with external parties. To inform/explain via documentation, demonstrations, training, support, reports relevant issues to other library staff and to report relevant issues to other library staff.

**Generic:**

- Maintain an awareness of current developments in library systems work, participating in relevant professional groups and supplier networks, and keep up to date with trends within librarianship, particularly options for collaborative and shared library working.
- To establish and maintain professional working relationships with colleagues within the university at all levels, with colleagues in the rest of the collaboration and with external organisations.
- To use judgement and initiative to resolve common and infrequent problems as they may arise.
- Work with colleagues to identify the priorities that the system must support particularly in relation to the student experience.
- To act fully in the interest of the University.

**Managing Self:**

- Ensure continuing personal professional development by appropriate means.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality and Diversity and Information Security. Ensure compliance with Health & Safety regulations.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

**Additional Requirements:**

- The post holder will be required to work part of the week at the Drill Hall Library, Chatham in Kent which is 30 miles away from the Greenwich Campus. Occasional attendance of meetings in Canterbury may also be required.
- To be flexible in relation to hours of work as may be reasonably requested from time to time.

**KEY PERFORMANCE INDICATORS:**

- User satisfaction with Learning Resources.
- Delivery of an innovative and co-ordinated system that supports the collaborative strategies for Research, E- Resources, Teaching and Learning.

**KEY RELATIONSHIPS (Internal & External):**

- Library User Services Managers
- E-Resources Librarian
- Acquisitions team
- Drill Hall Library
- ILS colleagues
- University of Kent Information Services team
- CCCU Library and Learning Resources team
- SirsiDynix support team

**PERSON SPECIFICATION**

Essential	Desirable
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence,</li> </ul>	

<p>Determination, Inclusivity, Ambition and Creativity.</p> <ul style="list-style-type: none"> <li>Well-developed interpersonal skills and the ability to develop and maintain effective working relationships at all levels.</li> <li>A flexible approach to be able to adapt to changing service demands.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of managing and supporting specialist library systems.</li> <li>Experience of delivering library services in a University environment.</li> <li>Experience of designing and delivering training.</li> <li>Experience of liaising with technical support departments both internally and externally in order to implement services and troubleshoot.</li> <li>A good understanding of current technological developments and its potential in library and information services.</li> <li>Experience of managing change.</li> <li>Awareness of regulatory and legal issues with regards to Information security.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Expert knowledge of one or more library management systems.</li> <li>Excellent IT knowledge including Microsoft office.</li> <li>Excellent communication skills, verbal and written, including an ability to explain concepts ideas and</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working in a University Library.</li> <li>Experience of working with SirsiDynix library management system.</li> <li>Experience of working within a collaboration.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>
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<p>technologies to technical and non-technical colleagues.</p> <ul style="list-style-type: none"> <li>• Awareness of developments in library services in higher education.</li> <li>• Awareness of IT security issues.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• A professional qualification in library or information science.</li> <li>• Commitment to continuing professional development.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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