# Job Description

# This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Academic Liaison & Collection Development Manager

**Department/Division:** Academic Services Group/Library

**Accountable to:** Director of LSE Library

**Reports to:** Head of Academic Services Group

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| **Job Summary**The Academic Services Group supports the research, teaching and learning of the School by identifying the information needs of its members and, within the resources available, ensuring access to information sources which meet these needs. Close liaison with academic departments and a proactive approach are vital to the Group’s success.The primary responsibility for the post is to lead and coordinate academic liaison and collection development activity across the Group. This involves managing the Academic Support Librarian team and, in collaboration with colleagues from across the Library and School, investigating, developing and promoting library services to support of academic departments, as well as leading and coordinating the selection of information resources to support research and teaching and overseeing the development of the Library’s collection.  |

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| **Duties and Responsibilities**  |
| **Specific Responsibilities****Knowledge and Experience*** In consultation with the Head of Academic Services, lead the Library’s liaison activities with academic departments, developing an in-depth knowledge of academic activity across the School and providing advice to colleagues across the Library on the needs and priorities of academic departments.
* Research the collections, building knowledge and understanding of how they are used to support research, learning and teaching. Share this knowledge with Library colleagues.
* Develop and maintain the Library’s collection development policy and engage with academic departments to ensure that it is regularly updated to reflect changes in research and teaching interests.

**Service Delivery** * Manage the academic liaison service, leading and coordinating the work of the team of Academic Support Librarians to deliver a consistent and excellent service to all departments. Actively seek opportunities for effective engagement with academic departments and plan and deliver a dynamic, flexible range of activities for liaison with academics, researchers and students, including events, meetings, presentations and newsletters.
* Act as Academic Support Librarian for at least one academic department.
* Lead the development, management and promotion of the collections, coordinating and overseeing the selection of information resources by the Academic Support Librarian team

**Liaison and Networking*** Lead the development of strong working relationships and effective liaison between the Library and academic departments, collaborating with colleagues across the Library in working with academics on specific strategic issues, such as digital scholarship, data management, scholarly communications and teaching support.
* Liaise and collaborate with colleagues across the Library on the development of the collection
* Maintain awareness and involvement in current issues in academic liaison and collection development through active participation in professional networks and groups. Apply this knowledge to help develop innovative academic support services and share it with colleagues in the Library and the School.

**Communication*** Develop and deliver advocacy strategies to ensure that key stakeholders in the Library and the School are informed and engaged with the range of academic support services offered by the Library and the academic liaison support teams.
* Working with the Library’s Communications Group, carry out a range of promotional activities for academic support services including presentations, exhibitions and writing for the web.
* Write reports, briefings and funding bids as required under the direction of the Head of Academic Services

**Initiative and Problem Solving*** In collaboration with the Head of Academic Services develop innovative academic liaison services in line with changing user needs
* Use initiative and experience to analyse and solve problems and issues which arise in the area of academic liaison and collection development.

**Teamwork and Motivation*** Provide line management of the team of Academic Liaison Librarians, working closely with the team to coordinate and lead academic liaison activities. The postholder will support and encourage the Academic Liaison Librarians in their liaison roles and will lead and motivate them to actively seek opportunities to engage with the Academic departments they support.
* Lead small groups of Library staff in temporary, cross-division project teams, supporting and motivating colleagues in their work for the project, and managing their input as project team members.
* Take an active part in the work of the Academic Services Group, and the Library’s Operational Team, ensuring that work, and advice and support is contributed appropriately as a team member.

**Planning and Organisation*** Manage projects and service improvement initiatives as assigned by the Head of Academic Services, including planning and managing projects and budgets, and coordinating the work of the staff in cross-Library project teams.
* Oversee selection activity and book-fund expenditure by Academic Support Librarians, ensuring Main Collection book-funds are managed effectively and expenditure targets are met.
* Contribute to planning for the Academic Services Group, assisting with the development of the Group’s operational plan.
* Be a member of the Library Services Operational Planning team and contribute to the development of the Library’s operational plan

**General Responsibilities** * Contributing to the operation of customer service points as required.
* To act as the senior member of library staff in charge at weekends and evenings, taking operational responsibility for staff on duty and all library services being offered to users.
* To take an active part in special projects within the Group, and across the Library, as required
* Undertaking other duties in support of the work of the Library, as may be required by the Director of LSE Library from time to time.

**Working hours:** 35 hours per week (full-time). Regular evening and weekend duties are required.  |
| **Note**The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance. |
| **Flexibility**To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |
| **Equality and Diversity**To uphold the School’s commitment to equality of respect and opportunity, as set out in the [Ethics Code](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](http://www.lse.ac.uk/intranet/LSEServices/equityDiversityInclusion/ediPolicyStatement.aspx) |
| **Environmental Sustainability**The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy. |