

Job descriptions for posts in Library/Learning Resource Centres in the post-16 sector			
The job description provided below is part of CoLRiC's collection of job descriptions for posts in Library/Learning Resource Centres in the post-16 sector. The name of the organisation has been removed. It is hoped the examples in the collection will be of help to CoLRiC members and CoLRiC welcomes further contributions – please send to CoLRiC at the address below.			
Ref: JD92	Sector: SFC	Job category: e-Resources Librarian	Year: 2017

Learning Resources Facilitator (Officer)

Purpose of the role

To facilitate learning within the LRC (and associated areas) by providing high quality guidance and support to students and staff on an individual or group basis with the use of learning resources, digital platforms and information learning technologies. To support students and staff with the development of their digital and information literacy skills, as well as independent learning.

Summary of Main Duties and Responsibilities

Officer Responsibilities:

- Deputise for the Learning Resource Officer as required.
- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet College need.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

Specific Responsibilities:

- Working with the Learning Resource Manager to maintain the smooth day to day running of the LRC (and associated areas) in line with the college ILT & Information Literacy Strategies, ensuring a welcoming, high quality customer service experience to all users.
- Promote excellent standards of behaviour by creating a purposeful, positive and supportive learning environment.
- Proactive approach to becoming knowledgeable, competent and enthusiastic in advising and guiding staff and students in the use of a range of learning and digital resources including; paper based resources, VLE, educational and online apps, social networking, webtools for the purpose

of sourcing curriculum materials that integrate technology and improve digital & information literacy skills.

- Support the development of learning skills (digital, study, research, information, literacy, numeracy) both 1-2-1 and online and deliver learning skills sessions on a regular basis to meet learning needs.
- Maintain personal ICT proficiency and learning skills to a level sufficient to support learners with the use of paper based resources, VLE, specialist learning tools, searchable resource platforms (EBSCO Discovery), e-book collections and other educational technologies.
- Actively engage with learners to ascertain their learning/study needs, establishing a positive rapport to facilitate their independent study, research and e-learning needs.
- Assist with the development of learning materials for students and staff that develop their understanding of general study skills e.g. How to use plagiarism, copyright, referencing, online searching and other digital platforms/resources (including ebooks, Turnitin, eStream, iPad apps and any other emerging technologies).
- Assist with the creation of a range of specific digital resources and activities to provide shared online training.
- Provide support for all users in the retrieval, choice and use of digital and paper based resources, including hardware and software packages.
- Support a linked Curriculum Area with the identification and acquisition of digital/learning resources that support students. Display, promote and circulate learning & digital resources to the relevant curriculum areas and learning hubs.
- Provide management information and statistics to the Learning Resources Manager on the utilization of resources.
- Undertake administrative, clerical duties and record keeping including book processing, shelving, stock taking and help desk work.
- Maintain good housekeeping in the LRC and all associated resources to ensure that they can be easily located by students and to maintain a highly organised and well-presented learning environment Effective use of IT systems including library management system (Heritage Cirqa), online payments, access control, MIS, and print monitoring.
- Work closely with the Literacy Co-ordinator to promote and support literacy across the curriculum.

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.

- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

Person specification: Learning Resources Facilitator (Officer)

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in a busy Learning Resource Centre/Library.	✓		Application/Interview
Experience of working with young people in an education environment.	✓		Application/Interview
Experience of using social media in an education setting to promote resources and support learning.		✓	Application/Interview
Experience of reading, literacy and resource promotion.	✓		Application/Interview
Experience of cash and stock handling		✓	Application/Interview
Skills and Knowledge			
Excellent IT skills and working knowledge of VLE's, digital applications, online and mobile apps, educational technologies, Web 2.0.	✓		Application/Interview
Ability to train and provide learning skills (digital, information, study, research, literacy) and use of educational technology sessions to students and staff, either on a one to one basis or class basis.	✓		Application/Interview
Well-developed written and oral skills.	✓		Application/Interview
Ability to provide a front-line customer service in a courteous and welcoming manner.	✓		Application/Interview

Education and Qualifications			
Good Standard of Education	✓		Application
Relevant graduate qualification in Library Studies/Digital Technology or similar.	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability.	✓		Application
First Aid qualification or willingness to undertake the qualification		✓	Application/Interview
Attitude and Personal Qualities			
Accuracy and attention to detail.	✓		Application/Interview/References
Ability to work independently and as part of a team.	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements and share good practice.	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Patience and ability to remain calm.	✓		Application/Interview/References
Ability to carry out the physical demands of the job, eg lifting/carrying, standing/walking for lengthy periods.	✓		
Suitability to work with children.	✓		Enhanced DBS clearance/References

Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/ References
Empathy with the 16-19-year age group and the provision of a quality service for young people	✓		Application/Interview