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: JD112	**Sector**: GFEC	**Job category:** e-Resources Librarian	**Year**: 2017

Digital Learning Facilitator

Report to   Digital Learning Manager

Key Purpose:

To facilitate learning within the Digital Learning Zones by providing guidance and support to students and staff on an individual or group basis, with the use of digital platforms and information learning technologies. Support students and staff with the development of their digital, information and media literacy skills, as well as independent learning.

1. Maintain the smooth day-day running of the Digital Learning Zones, providing a welcoming, high quality customer service experience to all users.

2. Proactive approach to becoming knowledgeable, competent and enthusiastic in advising and guiding staff and students in the use of a 'range' of digital resources including: VLEs (Canvas, Moodle, Blackboard), educational online and mobile Apps, for the purpose of sourcing curriculum materials that integrate technology and improve digital literacy skills.

3. Support Blended Learning Team and Curriculum Leads in developing a course of digital literacy sessions both FF and online. To deliver a range of edtech sessions on a regular (weekly) basis to meet learning needs.

4. Actively engage with learners to ascertain their learning/study needs, establishing a positive rapport to enable you to facilitate their independent study, research and e-learning needs.

5. Responsible for facilitating independent study through the Study Programme, assisting students and staff with the using the VLE. To monitor the performance of VLE for users and log issues on a central system and escalate issues accordingly to the Digital Learning Manager and Learning Technologist.

6. Maintain your ICT proficiency and digital literacy to a level sufficient to support learners with the use of the VLE, specialist learning tools, searchable resource platforms (EBSCO Discovery and Curriculum Builder), the e-book collection and other EdTech.

7. Challenge disruptive behaviour (in accordance with policies and procedures) to maintain a conducive learning environment. Report any student non- compliance/behaviour to relevant departments, teaching staff, security and Digital Learning Manager.

8. Assist with the development of eLearning materials for students and staff that develop their understanding of general study skills e.g. How to use the DLZs (plagiarism, referencing, online searches) and other digital platforms/resources (Ebsco Discovery, Curriculum Builder, e-books). Assist the creation of a range of DLZ specific 'resources', 'activities' for the CANVAS 'Commons' library to provide shared online 'interactive' training and induction courses.

9. Support curriculum with the identification and acquisition of digital/learning resources that support students LRCs. Display materials, promote and circulate learning resources to the relevant departments and to be responsible for cataloguing and processing of stock.

10. Provide management information to the Digital Learning Manager on the utilization of the DLZs and associated resources. Undertake administrative, clerical duties and record keeping.

11. Effective use of IT management systems for both printed and online materials e.g. Heritage Cirqa Library Management System MYPC and Lanschool. Utilization and promotion of paperless environments.

12. Responsible for maintaining good housekeeping of the DLZs and all associated resources to ensure they can be easily located by learners and stock is relevant and up to date, in order to maintain a highly organised and presented learning environment.

13. Ensure that the DLZ zone and service maintains currency and within the sector e.g. Jisc Collections, Sharing of best practice etc.

14. To undertake any other duties commensurate with the post.

Person Specification

	Essential	Evidence	Desirable	Evidence
Qualification	Relevant qualification to minimum of level 3 (A Level equivalent) Level 2 Literacy, Numeracy and IT Customer service qualification / training	Certificates	Relevant qualification at Level 4 or above. Teaching qualification (or willingness to work towards one). Level 2 in Library Information Assistants Certificate.	Certificates
Professional development	Evidence of ongoing professional development with digital technologies	Application		
Knowledge	Appropriate working and high level of knowledge of VLEs (Moodle Canvas) digital applications, online and mobile apps. Understanding of cataloguing items using Heritage Cirqa or other LMS systems library. Understanding of library classification systems.	Application Interview	Experience of cataloguing resources using Heritage or other LMS systems. Experience of using EdTec to support learning.	Application Interview
Experience	Experience of delivering inductions and training to develop literacy and eLearning skills to groups of students. Experience of working in a busy LRC or similar customer service environment. Experience of setting and achieving personal and or team targets. Experience of cash handling and recording transactions. Experience of collecting and collating user feedback (surveys and statistics). Actively supporting students in an open access learning environment. Undertake enquiry work and impart information clearly and concisely. Using information technology and	Application Interview	Experience of placing orders online adhering to college financial procedures. Experience of working within budget limitations (LRC budget or similar). Experience of running statistical reports in Heritage or other Library Management Systems (LMS), MYPC, creating and updating online surveys, using library gate counters etc.	Application Interview

	edtech in a learning environment.			
	Able to input financial and statistical data and to collate statistics using Heritage LMS, Excel etc.			
	Ability to train and provide engaging inductions and workshops to staff and students either on a 1-1 or a class basis.			
	To take responsibility, to initiate, share ideas and to carry out new developments which have been agreed.			
Skills/ Qualities	Commitment to providing a high-quality service.	Application Interview		
	Excellent interpersonal, organizational and communication (verbal, written and IT) skills.			
	Ability to work with, motivate, share best practise and support the work of team colleagues.			
	Ability to handle change, be adaptable, flexible and have a positive outlook.			
	Ability to prioritise and work under pressure			
	Ability to keep calm in difficult situations and build good relationships with students, staff and suppliers.			
Other	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application / Interview		
	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance			
	DBS Check acceptable to college will be undertaken for successful applicant	Appointment		