

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD.**

**JOB DESCRIPTION**

<b>Post Title:</b>	Learning Adviser (Temporary to cover Maternity)	<b>Grade:</b>	Scale 3/4
<b>Post Number:</b>	CS0538F	<b>Date:</b>	September 2018
<b>Line Manager:</b>	Head of Library and Guidance	<b>Directorate:</b>	Education and Training
<b>Daily Supervision:</b>	Team Leader: Curriculum & Resources	<b>Unit/Division:</b>	Student Services

**JOB PURPOSE:**

To provide support, advice and training to enable students to utilise the library and online resources, supporting them to become independent learners. To act as a key contact for specific curriculum areas, managing resources and ensuring that the Library provides access to resources relevant to the college curriculum including higher education.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. To actively liaise with staff in specified curriculum areas and Units to ensure that the Library provides relevant printed and electronic resources to students and staff.
2. To be responsible for collection management in specified curriculum areas through regular resource reviews, liaison with teaching staff and stock checks in collaboration with curriculum staff, Learning Advisers and Library staff.
3. To promote library and learning resources to staff and students in person and online through printed and online guides, newsletters and other mechanisms under the supervision of the Team Leader: Curriculum and Resources.
4. To provide support and expertise in the utilisation of general and subject specific library and learning resources to students and staff for all academic levels including higher education.
5. To develop, deliver and promote library, digital & study skills to students and staff in person or online as appropriate.
6. To deliver library and study skills sessions to groups of students in classrooms and in one to one settings.
7. To deliver induction sessions in the Libraries and in classes as required.
8. To evaluate, monitor and manage library and learning resources in all formats under the direction of the Team Leader: Curriculum & Resources; including but not limited to:

- a. Books and eBooks
  - b. Journals and eJournals
  - c. Databases and eResources
  - d. Video material on the College media platform
9. To support reading and literacy through the promotion of reading for pleasure and English language activities.
  10. To support cross College enrichment activities through promotions, displays and activities.
  11. To actively support Learner Voice activities including the Students' Union through promotion, creation of materials and involvement in supporting and delivering activities
  12. To work with the Guidance Team to promote and support career development resources and activities.
  13. To undertake Help Desk and Library duties according to Unit procedures and guidance.
  14. To assist with the supervision of the daily operations of the Library Assistants, taking supervisory responsibility when appropriate.
  15. To undertake cataloguing of learning resources.
  16. To train and update Library staff on the range of specialist resources and their applications.
  17. To work occasional evenings during the year to provide library services, library induction or study skills sessions as detailed in team staffing rotas.
  18. To amend your work pattern during the week to cover up to 3 Saturdays during the year in order to provide library services for teaching taking place at the weekend.
  19. To assist in Unit preparation for subject-specific validations and quality reviews/inspections.
  20. To implement and meet the Unit service standards and customer care requirements
  21. To contribute to establishing and maintaining an appropriate safe and secure, welcoming and attractive environment for student-centred learning and maintain good student behaviour.
  22. To operate opening/closing down and security procedures.
  23. To keep up-to-date with College policies/plans and to contribute to Learning Resources Unit strategies, plans and developments.
  24. To participate in College-wide activities and College events and campaigns as appropriate, including Open Days / Evenings and enrolment.

25. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
26. To maintain professional standards and expertise by undertaking relevant professional development.
27. To maintain quality standards appropriate to the post.
28. To conform with the Health and Safety requirements relevant to the post.
29. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**NB: "This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager."**

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**PERSON SPECIFICATION FORM**

**Post Title:** Learning Adviser  
(Temporary to cover Maternity)

**Grade:** Scale 3/4

**Post No:** CS0538F

**Date:** September 2018

**Directorate:** Education & Training

**Unit/Division:** Student Services/Library

<b>No:</b>	<b>Requirement</b>	<b>Proposed Selection Method *</b>
<b>Knowledge</b>		
1	Educated to Level 4 with a relevant qualification e.g. HNC	A
2	Recognised IT Qualification e.g. ECDL	A
3	Recognised Library/Information qualification at Level 2	A
<b>Skills/Abilities – Interpersonal</b>		
4	Excellent interpersonal skills and the ability to communicate with people at all levels	A/I
5	Ability to work as a member of a team and on own initiative	A/I
6	Good organisational and time management skills	A/I
7	Customer care skills	A/I
8	Ability to work in a non-discriminatory manner	A/I
<b>Experience</b>		
9	Relevant experience in a customer service environment	A/I
10	Recent relevant library/learning resources experience	A/I
11	Working knowledge of library resources e.g. journals, databases and online resources.	A/I/T
<b>Work Related Circumstances</b>		
12	Ability and willingness to undertake relevant staff development	A/I
13	Flexibility of hours and willingness to travel to and work at all Lincoln College campus locations	A/I
<b>Skills/Abilities – Other</b>		
14	Presentation skills and the ability to deliver training	A/I/T
15	Appropriate information, research and IT skills to undertake duties	A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

**Prepared By:** Rachael Adair

**Designation:** Head of Library and Guidance

**Date:** June 2018

\* A = Application Form

I = Interview

T = Test