1. Advertisement

**Post Title:** Online Distance Learning Librarian PT  
**School/department:** Technology Enhanced Learning  
**Hours:** Part time hours considered up to a maximum of 0.5 FTE. Requests for flexible working options will be considered (subject to business need).  
**Contract:** Fixed term for 2 years  
**Reference:** 1712  
**Salary:** Starting at £16,898.50 and rising to £20,161 per annum  
**Closing date:** 25 September 2019. Applications must be received by midnight of the closing date.  
**Expected interview date:** October TBC  
**Expected start date:** as soon as possible

The University of Sussex is seeking to appoint an enthusiastic and experienced information professional to the role of Online Distance Learning Librarian within Technology Enhanced Learning.

This important role will deliver high quality, innovative information, skills and enquiries services to meet the needs of the University’s new online distance learning (ODL) provision, which is being developed in partnership with Pearson.

The Online Distance Learning Librarian will play a key role in the provision of support to ODL students, and in contributing to the University’s wider learning and teaching activities in ODL.

If you would like to discuss the role in further detail, please contact Mellow Sadik, Online Distance Learning Manager [m.sadik@sussex.ac.uk](mailto:m.sadik@sussex.ac.uk)

For full details and how to apply see our [vacancies page](#)  

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

2. The School / Division

**Academic Registry**

The Academic Registry provides a range of support services, to students and to staff in Schools and Departments at Sussex.

The department manages the University's links with external bodies such as: UCAS,
HEFCE, Student Loan Company, Higher Education Statistics Agency and Training and Development Agency, the Quality Assurance Agency (QAA) and professional and statutory bodies (PSBs).

Our services include:

- admissions for undergraduate, taught postgraduate and research postgraduate, for both home/EU and international students
- academic appeals and student complaints
- student registration exam timetabling and e-assessment
- management of University Teaching and Learning Committee
- business management of University quality assurance processes
- student progress and assessment
- central support and coordination for academic programme development
- external partnerships
- academic policy and procedures, including assessment regulations
- timetabling of teaching and managing room bookings
- maintaining student records (current and past) and management of registration
- production of student transcripts and degree certificates
- management information
- support for teaching and learning for staff and students
- technology enhanced learning
- UKVI compliance

Technology Enhanced Learning (TEL) was established in 2014 to support the effective use of learning technologies within teaching and learning and the development of digital practice across the University's Schools. It supports curriculum innovation through the provision of specialist pedagogical advice, technical assistance and project-based support. TEL are responsible for the management of the University’s virtual learning environment, Canvas, and the development and delivery of the University’s online distance learning provision working in partnership with Pearson Education.

3. Job Description

Job Description for the post of:
Online Distance Learning Librarian (Part Time)

**Department:** Technology Enhanced Learning  
**Section/Unit/School:** ODL Team  
**Location:** Essex House  
**Grade:** 7  
**Responsible to:** Online Distance Learning Manager  
**Responsible for:** n/a

**Purpose of the post:**

To deliver high quality innovative information, skills and enquiries services to meet the needs of the University’s online distance learning (ODL) students and to support the University’s learning and teaching activities in ODL.
Key Responsibilities:

1. Manage the provision of Library content to ODL students, working closely with the University’s external partner Pearson Education and the ODL team.
2. Work with the Library’s Academic Services and Content Delivery Teams to ensure Library content is delivered efficiently to ODL students.
3. Deliver information skills teaching for online distance learning, supporting the University and Library strategic aims for Learning and Teaching.
4. Liaise with academic units to promote services and to build and maintain effective relationships with academic staff to support ODL.

Specific Duties:

1. Provide information, advice and guidance to the academic community to identify Library content for ODL students.
2. Plan and produce teaching and learning materials to support digital/study skills of ODL students.
3. Lead the delivery of appropriate Library induction, information and digital skills training for ODL students and the development of innovative learning and teaching.
4. Lead on the provision of a reference and enquiries service to ODL students working closely with the Library.
5. Work closely with the Library’s Academic Services team to ensure consistency of service and content between ODL and campus-based students.
6. Make a major contribution, as appropriate, on behalf of the Library and Technology Enhanced Learning to University-wide e-learning projects in the area of online distance learning.
7. Work closely with the Library’s Content Delivery team on the delivery of Library content through licensing and digitisation.
8. Contribute to innovative developments and tools and their integration into service provision wherever appropriate.
9. Develop and maintain effective relationships with other professional support units of the University as appropriate.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date August 2019
### 4. Person Specification

#### EXPERIENCE

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Practical experience of supporting users in an academic library</td>
<td>X</td>
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<td>Evidence of success in providing effective library support to academic staff in learning and teaching</td>
<td>X</td>
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<tr>
<td>Practical experience in development of e-learning resources in information skills delivery in FE/HE</td>
<td>X</td>
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<td>Experience of delivering information skills training to students</td>
<td>X</td>
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<td>Evidence of success in project management</td>
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#### QUALIFICATIONS

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Degree or equivalent with postgraduate qualification in Library and Information Science or another relevant discipline or comparable experience</td>
<td>X</td>
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<tr>
<td>Proven evidence of current contribution to the UK library and information sector</td>
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<td>Evidence of continuing professional development</td>
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#### SKILLS/ABILITIES

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<tr>
<td>Excellent written and oral communication skills</td>
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<td>Proven ability to prioritise and meet tight deadlines</td>
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<td>Analytical and problem solving skills and a keen attention to detail.</td>
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<td>Evidence of a customer oriented approach to the delivery of information services</td>
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<td>Proven strong presentation skills to groups at a distance</td>
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<td>Proven ability to prepare and deliver reports to academic groups</td>
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<td>Ability to create and edit Web pages</td>
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#### KNOWLEDGE

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<td>Knowledge of online information resources and their appropriate applications</td>
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<td>Practical knowledge of Reading List tools and Library Management Systems</td>
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<td>Knowledge of current trends in the FE/HE environment relating to the use of ICT in teaching and skills support</td>
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Date: August 2019