Job Description

Title: Learning Technologies Librarian

Band: 6

Staff Group: Administrative and Clerical|Knowledge and Library Services Professional

Reports to: Head of Knowledge and Library Services

Job Purpose:

The Learning Technologies Librarian will be responsible for designing, developing, and managing digital content, training materials, and library resources. They will collaborate with subject matter experts to create engaging and effective learning materials that align with the organization's goals. Additionally, they will oversee the implementation and management of library IT systems and e-resources, ensuring their accessibility and effectiveness. They will also play a key role in identifying and managing resource subscriptions, analysing needs, and recommending purchases to enhance the library's offerings.

They will be responsible for maintaining and developing the Library Management System, project managing library initiatives. They will also manage Library's internet and intranet content, stay updated on eLearning and e-resources, and develop promotional materials to increase awareness and usage of library services.

Collaboration and communication will be essential for this role, as the Learning Technologies Librarian will work with colleagues within the organization, as well as with other libraries in the region. They will also be responsible for responding to inquiries, ensuring copyright compliance, preparing service reports, and assisting with compliance initiatives.

They will need to possess strong organizational and time management skills, as well as excellent communication and interpersonal abilities. They should also have a good understanding of library systems, e-resources, and digital technologies.

Key Responsibilities

Learning Facilities and Support

- Liaise with Subject Matter Experts (SME's) to design, develop and test digital content and training materials that complements and enhances the organisation's library, learning and development programmes.

- To maintain and develop the provision of learning facilities and learning aids within Library and eLearning, researching and suggesting developments, including costings, liaising with users as necessary;

- To research and facilitate the effective implementation of online learning technologies to enable the effective delivery of learning initiatives.

Library IT Systems and e-Resources

- To support the Library Service and eLearning Manager by delivering and overseeing a wide range of e-resources including the Library Management System, OpenAthens, e-Books platform, Point of Care Tools, Link resolvers, regional catalogues, and other related systems.

- Lead on the identification, selection, purchase, and management of all Library clinical and learning resource subscriptions liaising with publishers and technical support as required to ensure 24/7 access and resolving any complex technical issues that arise.

- Analysis of needs and assessment of the cost benefits to underpin recommendations to Head of Knowledge and Library Services on renewals and purchases to ensure best value through NHS & HEE suppliers.

- Support Head of Knowledge and Library Services to continue developing provision of electronic resources and databases to meet clinical governance requirements and in line with national / regional provision.

- Maintain & develop the computerised Library Management System (VSMART), liaising with the Trust IT, Department on upgrades, developments etc.

- Project Manage specific library projects aimed at improving service, as required.

- To be the local administrator for NHS OpenAthens, supporting user registration and deal with related enquiries.

- To manage the Internet and Intranet content across learning functions; and

- To keep up to date and disseminate developments in relation to e-Learning and e-resources / technologies to ensure effective learning functions.

General & Administration

- To develop promotional and support materials to ensure the effective use of both in-house and external online library and educational training.

- Work with other libraries in Hampshire and the nationally to share good practice and work collaboratively as part of the wide integrated care board (ICBs).

- Respond to complex enquiries, ascertaining exact nature of enquiry, and recommend the appropriate resources, liaising with external agencies as necessary. This involves working across departments and teams to prioritise use of facilities and negotiate practical solutions to issues which arise.

- Ensure that copyright and Intellectual property rights and permissions are adhered to and meet required standards.

- Assist with the preparation of regular service reports on progress and usage of both the development of learning materials and library systems.

- Assist with collection and submission of evidence to ensure compliance with NHSE Quality and Improvement Outcomes Framework for Knowledge and Library Services and the NHSE Self-Assessment Report (SAR).

- To carry out any duties relevant to the post and other duties as requested by Head of Knowledge and Library Services.

- Support the day to day staffing of the enquiry and reception service, and assist with service cover in the event of staff absence; and

- Represent the library service at appropriate stakeholder meetings.

Education and Training

- Operate & support users to make full use of the learning facilities and learning aids.

- Ensure that digital skills training is provided including supporting information and health literacy.

- Assist with the co-ordination, management, and implementation of library strategies to support the wider NHSE Knowledge for Healthcare Framework, Knowledge Mobilisation, and wider stakeholders' agendas.

- Support library and learning skills training and other relevant learning technologies training.

- Attend appropriate training to update and acquire new skills in line with agreed objectives.

- Undertake continuing professional development, maintaining a portfolio; and

- Participate in research, audit and surveys as required.

WORK SETTING AND REVIEW

Work independently to objectives as set by the Head of Knowledge and Library Services, who will review performance and undertake appraisal.

Organisational Chart
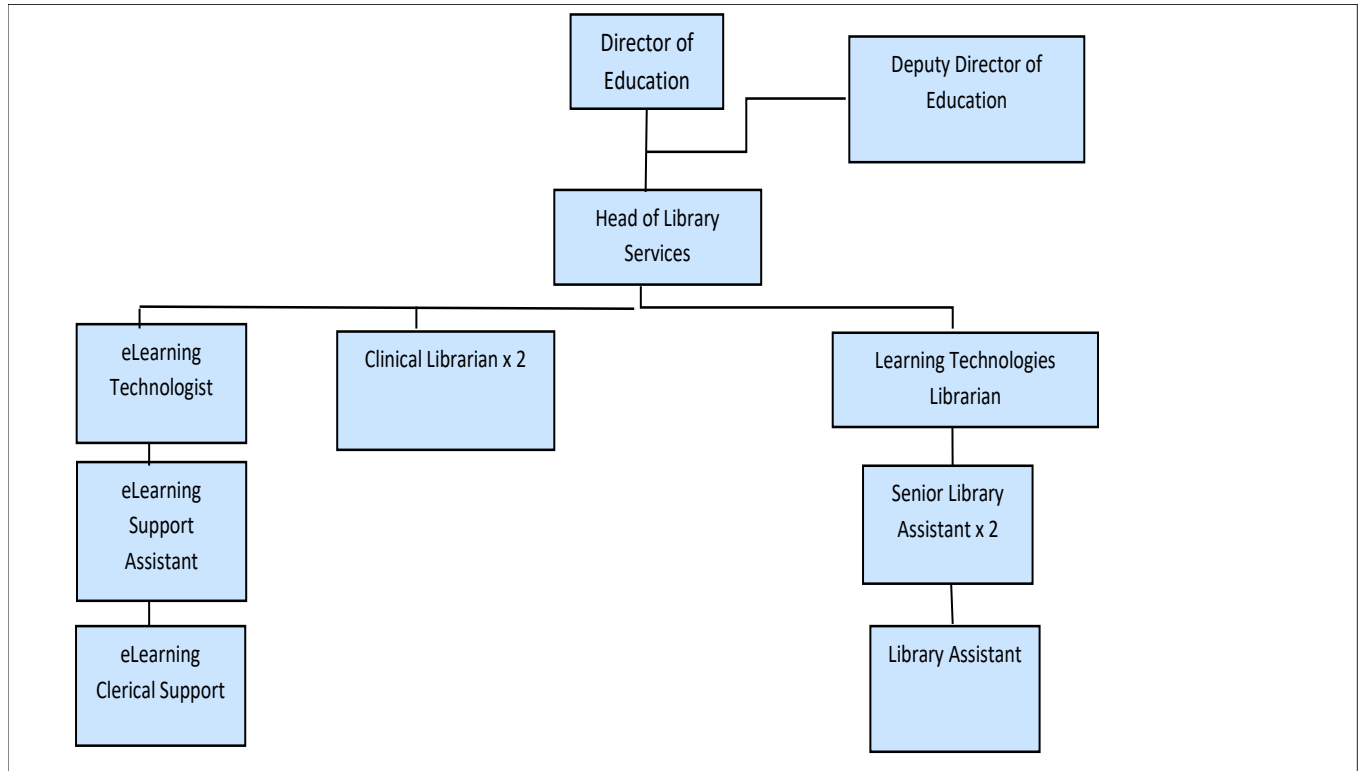
Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility.

Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click here for further information on the Management Essentials programme.

Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click here for further information on the Leadership Insights programme.

Person Specification

Qualifications

Essential
- Degree in a relevant subject (Library & Information Science)/ post graduate diploma in librarianship, information science, or equivalent.

Desirable
- Further qualifications or professional experience of working in digital education and/or learning technology, or equivalent area.

Experience

Essential
- Experience in using & developing digital / online learning, or the equivalent.
- Experience of using digital tools and software, e.g., photography, video, spreadsheets, social media, editing and collaborative tools.
- Experience of working with learning facilities and learning aids (e.g., video conferencing, electronic white boards, etc.)
- Experience of working in a library /training or education environment Experience of working in a customer service environment / supporting troubleshooting.

- Experience with content management systems for intranet / internet development
- Experience of successful engagement with a wide range of stakeholders to define requirements.

Skills & Knowledge

Essential

- Understanding and working knowledge of online platforms and multimedia software and their potential for supporting learning and development.
- Evidence of ongoing personal development and interest in the field of e-Learning and use of virtual learning technologies.
- Advanced IT skills with high level of experience of using all Microsoft Office applications including Teams, PowerPoint.
- Excellent written and oral communication skills and an ability to develop constructive working relationships with stakeholders.
- Experience of team working, building, and maintaining effective working relationships in a multidisciplinary environment.
- Knowledge of lesson building software (e.g., Storyline, etc.); content management systems (e.g., Lib Guides, etc.); learning management systems and Library management systems.

Desirable

- An understanding of the NHS and the information needs of its staff.
- Awareness of education in the NHS
- An understanding of partnership working in the NHS

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name: Fari Mashumba

Date: 02/09/2024

Signature: