Title:	Teaching & Learning Support Librarian
Department:	Library
Tenure:	Permanent Full Time
Location:	RCSI Dublin, 26 York Street, Dublin 2
Reporting to:	Associate Librarian (Education, Research and Clinical Support)

About RCSI

RCSI has been at the forefront of educating healthcare professionals since 1784 when we were founded as the national training and professional body for surgery. Today we are Ireland's only focused health sciences institution, Ireland's largest medical school and one of the leading health sciences institutions in the world.

Based in Dublin, with students from over 80 countries and four overseas campuses, RCSI has a global reach through our network of Alumni in 97 countries. RCSI ranks among top 2% of universities in Times Higher Education World University Rankings 2018. RCSI is placed joint second out of the nine institutions in the Republic of Ireland included in the rankings.

Objective

The Teaching & Learning Support Librarian designs, develops and delivers teaching and learning services and activities in support of the taught programmes of RCSI. Through liaison with academic departments and support services they ensure information skills sessions are delivered to students and supporting material and advice is in place to help students and staff make full use of library resources.

Specific Responsibilities include:

- Providing and developing services to deliver information skills in support of the programmes of RCSI departments & schools including:
    - Together with the Associate Librarian, engaging in ongoing liaison with schools and departments to ensure curriculum support services provided by the library are integrated and meet student needs
    - Working with the Associate Librarian to establish and deliver a scalable, innovative and sustainable information literacy programme & collaborating with other assistant librarians to achieve this
    - Creating learning and instructional materials in support of specific taught sessions and for more general self-directed use, exploiting the use of appropriate online tools and packages to enhance delivery
    - Assisting with the delivery and development of a consultation service to students and staff, including comprehensive reference, literature and systematic review searching assistance in health sciences disciplines.
    - Identify gaps or deficiencies in library services and making proposals where appropriate to improve library services.
- Line management and supervision of the Library Assistant with specific responsibility for Teaching & Learning Support
- Collaborating with colleagues in the Education, Research & Clinical Support team to support the development and delivery of research support services including designing and delivering training and update skills sessions to academic staff in the manner and spaces that are most appropriate.
- Collaborating with Content & Metadata Management Librarian to evaluate and recommend resources in any format that support, complement and extend the learning support needs for all students and staff
- Coordinating with the Customer Service and Communications Coordinator actively to promote the full range of library services available to Schools and Department
- Maintaining knowledge and experience of emerging learning technologies & practices used to support the provision of innovative, high quality library services including use of VLE, CMS, LibGuides, and social media etc.
- Maintaining and developing knowledge of pedagogical practices relevant to health sciences education
- Building and maintaining strong working relationships with academic departments and schools.
- Building and maintaining strong collegial and operational working relationships within the library department at all levels
- Developing and maintaining relationships with peers in similar institutions and roles
- Represent the Library on Faculty/School/Departmental and other committees as appropriate with delegated authority from the Director Library Services
- Pursuing continual updating of skills and knowledge relevant to practicing health sciences librarians & liaison services
- Identifying and sharing best practice with library colleagues
- Demonstrating the RCSI competencies
- Making a positive contribution to all aspects of the library service
- Evaluating programmes and services, including teaching provision and support activities

- Providing usage statistics and management information as required
- Representing the best interests of the library at all times.
- Undergoing programmes of training and development as may be required from time to time.
- Performing such other duties as may be required from time to time.

Person Specification:

ESSENTIAL	DESIRABLE
QUALIFICATIONS ▪ Post-graduate qualification in library or information science or equivalent ▪ Evidence of commitment to CPD	▪ Membership of relevant professional association (s) ▪ Teaching or other relevant qualification
EXPERIENCE ▪ Significant experience of developing and delivering information literacy & instructional-based training as applied to health sciences ▪ Experience of working in health sciences libraries or health information services	▪ Experience in working in an academic health education setting ▪ Staff supervision ▪ Project management

KNOWLEDGE
▪ Significant familiarity with best practice in health science libraries in general and specifically in relation to:
  • Curriculum and instructional support
  • Systematic review level literature searching
  • Instructional technology
• Expert knowledge of health sciences information resources (digital and print)
	▪ Trends in pedagogical methods in health sciences education and higher education
	▪ Emerging trends and current issues in academic libraries and higher education sector in Ireland
	▪ Research support including bibliometrics, institutional repositories & open access
	▪ Experience of EndNote or similar reference management software

SKILLS ▪ Excellent written and verbal communication skills ▪ Excellent presentation skills ▪ Good organisational, analytical, problem solving and time-management skills	▪ Very strong IT skills
PERSONAL ATTRIBUTES ▪ Excellent customer service focus & commitment ▪ Highly collaborative team player ▪ Outgoing & Energetic ▪ Self-directed, enthusiastic and motivated ▪ Adaptable	
OTHER ▪ Able to work flexibly in response to service needs	▪ Willing to travel between sites if required

▪ Committed to equality and diversity	

The Process:

Shortlisted candidates will be invited for a formal interview at our main campus at RCSI Dublin.

Particulars of Post

This post is a permanent appointment to the Assistant Librarian salary scale. The appointee reports to the Associate Librarian, Education Research and Clinical Support.

Informal Enquiries

Informal enquiries are invited in the first instance through to RCSI Human Resources at recruitment@rcsi.ie. Specific enquiries about the nature of the post can be addressed directly to Andrew Simpson, Associate Librarian (Education, Research & Clinical Support) (andrewsimpson@rcsi.ie).

Note: *This Job Description may be subject to change to reflect the evolving requirements of the Department and RCSI in developing healthcare leaders who make a difference worldwide.*

RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race.

Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.