Job description and selection criteria

Job title	Digital and Information Skills Officer
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Osney One Building, Osney Mead, Oxford, OX2 0EW With the opportunity for remote working up to 2 days per week
Grade and salary	Grade 7: £36,024 - £44,263 (per annum)
Hours	Full time (37.5 hours per week)
Contract type	Fixed-term (for 2 years)
Reporting to	Information Skills Coordinator
Vacancy reference	169994
Additional information	You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). Please contact the recruitment team if you require the job description in an alternative format.
Closing date	12.00 midday GMT/BST Tuesday 30 January 2024

Job description

Overview of the role

The Bodleian Libraries is undertaking an ambitious review of its information literacy programmes to better provide students and researchers with high-quality, advanced information skills support and resources when, where, and in the format they prefer, to meet their needs. Within this review, the Digital and Information Skills Officer will be responsible for delivering three key workstreams:

- Create and deliver a digital literacy pathway within Bodleian iSkills to develop undergraduates' capacity and confidence as successful learners and critical thinkers;

- Systematically evaluate AI tools for bibliographic research to provide an authoritative voice on options, founded on the principles of information science, and add to training and guidance;

- Assess the needs of researchers undertaking text & data mining with library-provided content, and develop library guidance and support.

The Digital and Information Skills Officer will play an active role in the new Digital and Information Skills Community of Practice for library staff and will undertake activities to 'train-the-trainers', thereby fostering skills uplift, delivery of support within a disciplinary context, and continuation of enhanced support longer-term.

The postholder will report to the Information Skills Coordinator, and will work closely with the Head of the Centre for Digital Scholarship, in successfully delivering Bodleian strategic objectives.

Responsibilities

Service Delivery

1. Lead on three workstreams in coordination with the Information Skills Coordinator and Head of Centre for Digital Scholarship that will enable the Bodleian Libraries to deliver an ambitious programme to transform information literacy across the University.
2. Undertake activities to 'train-the-trainers', providing skills and incentives for uptake, so that library bibliographic training and guidance can be kept updated throughout the Bodleian Libraries in a rapidly evolving field, and tailored to disciplinary needs.

Planning

3. Design, pilot, assess, and roll-out a clear iSkills pathway aimed at undergraduate students to develop their digital literacy competencies, to ensure they are critical consumers and responsible producers of digital information.
4. Create guidance, support and training for innovative research practice, particularly using artificial intelligence (AI) tools in bibliographic research and text & data mining (TDM) with library content.

5. Design guidance and training so that library support can be accessed flexibly and in varied formats to meet the different learning preferences of students and researchers.

Analysis and Research

6. Undertake desk-based research to evaluate information literacy support provided at comparable institutions, with reference to the priorities of the Bodleian Libraries information literacy review.

7. Systematically evaluate the strengths and weaknesses of AI tools for accomplishing particular tasks within bibliographic research, to provide an authoritative voice on options founded on the principles of information science.

8. Assess the varied requirements of researchers undertaking TDM with library content, so as to establish effective library support, tools and guidance that meet researchers' needs.

Communication, Liaison and Networking

9. Work with key stakeholders across the University to develop the iSkills pathway for undergraduate students, and for AI guidance and TDM support. Provide briefings and presentations about these workstreams as required.

10. Actively contribute to the Digital and Information Skills Community of Practice and support the development of library staff skills.

Other duties

- Participate in a regular Annual Review.
- Undertake any necessary training identified.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Research & Learning Support Section, Bodleian Libraries

The post will be based within the Research & Learning Support section of Academic Library Services (ALS), Bodleian Libraries. The Research & Learning Support team advance high-quality, inclusive services across ALS in support of University teaching, learning and research. The postholder will report to the Information Skills Coordinator, and will work closely with the Head of the Centre for Digital Scholarship, in successfully delivering Bodleian strategic objectives.

Selection criteria

Essential selection criteria

- Educated to degree-level.

- Proven expertise in digital research methods (for example text mining & natural language processing, and data visualization).

- Highly proficient in information retrieval and critical evaluation of sources.

- Demonstrably excellent interpersonal and communication (written and verbal) skills.

- Proven ability to work independently to a high degree of accuracy, to plan and prioritise, and meet deadlines.

Desirable selection criteria

- Experience of designing and delivering digital skills and literacy teaching at a university level or in a professional environment.

- An informed understanding of the aims of library support for teaching, learning and research in a major academic institution.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Radcliffe Camera in Radcliffe Square

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: https://www.glam.ox.ac.uk/home

The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian's online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian's Weston Library.

For more information please visit: http://www.bodleian.ox.ac.uk/

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Supporting Statement

Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.

The inclusion of the supporting statement and CV is **a mandatory step** in the online application process.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting statement.

All applications must be received by **12:00 midday (GMT/BST)** on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).
If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@bodleian.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation
At the moment, the Bodleian Libraries is not offering relocation expenses to this post.

Important information for candidates

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy

The University's policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect

from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Photographs: Copyright Bodleian Libraries, University of Oxford

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk