



JOB TITLE

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Subject Librarian

Grade:

E

Department:

Library & Academic Skills

Line Manager Job Title:

Academic and Reader
Services Coordinator

Job purpose

The Subject Librarian supports excellent academic library services by providing specialist academic liaison, tailored information services, and high-quality student support in a given subject.

To ensure that library collections remain relevant and accessible through effective selection, acquisition, and management of resources, including reading lists and digital materials. To deliver engaging inductions, research skills teaching, and one to one guidance to develop students' academic confidence and information literacy.

The Subject Librarian provides professional front line services, resolving enquiries and maintaining a welcoming, safe study environment. Through proactive collaboration with academic staff and colleagues, the Subject Librarian enhances the overall student experience and contributes to continuous improvement within Library & Academic Skills.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence
We don't fear failure; we learn from it
We challenge ourselves



We're better together
We create synergy when we collaborate
We celebrate our successes



About people, cultures, ideas
We're inclusive and welcoming of new perspectives
We encourage learning and growth

Main responsibilities

- 1 Fulfil the role of Subject Librarian for designated subject areas, providing specialist academic liaison and ensuring effective support for teaching, learning, and research.
- 2 Selection and acquisition of information resources in line with curriculum needs, managing allocated budgets responsibly and ensuring collections remain current, relevant, and accessible.
- 3 Resolve subject-specific enquiries through in-person, online, and phone-based services, referring queries to colleagues where appropriate to ensure accurate and timely support.
- 4 Provide one-to-one guidance to students on library research, information literacy, and referencing, tailoring support to individual academic needs.
- 5 Plan, design, and deliver engaging library induction sessions for new students, collaborating with academic staff to schedule sessions, promote them effectively, and secure appropriate teaching spaces.
- 6 Develop and deliver research skills and referencing workshops that are pedagogically sound, engaging, and tailored to the needs of students within the assigned subject areas.
- 7 Build strong, collaborative relationships with academic staff in designated subject areas to develop and enhance library support for teaching and learning.
- 8 Analyse student-voice data and work with colleagues to identify opportunities for service enhancement and continuous improvement.
- 9 Provide training and guidance to academic staff on the use of library reading list software, supporting them to create and maintain effective, accessible lists.
- 10 Manage interactive reading lists for allocated subjects, ensuring items are available in the library, digital scans are requested and processed efficiently, and lists remain accurate and up to date.
- 11 Deliver a professional, solutions-focused service at the Library Information Desk, using advanced Library Management System functions to resolve account, access, loan, and fee queries at first point of contact.
- 12 Monitor the library environment to maintain a safe, orderly, and productive study space, proactively addressing issues relating to cleanliness, accessibility, and space usage.
- 13 Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies.

- 14** To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person specification

1. Position details

Job title: Subject Librarian
Grade: E
Department: Library & Academic Skills
Line manager job title: Academic and Reader Services Coordinator

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
Post-graduate qualification or degree in Library and information studies, or significant experience working in an academic library.	E	
Degree in any subject.	E	
Experience		
Experience in staff management.		D
Experience in the use of Library management systems.	E	
Experience of working in an academic library environment.		D
Knowledge, skills & competencies		
Organisational skills, including the ability to prioritise and delegate.	E	
IT skills and the ability to use library online resources.	E	
Skills in Microsoft Sharepoint and knowledge of basic HTML.		D
General attributes & personal qualities		
Good interpersonal and communication skills.	E	
Commitment to the delivery of a high-quality customer focused service.	E	
Adaptable and flexible attitude to duties and responsibilities	E	
Ability to work across different teams.	E	
Other / special requirements		
Ability to work occasional evenings in line with the staff rota	E	
Willingness to work occasional changes of shift to cover staff absences when necessary	E	