

# ACADEMIC AND TEACHING PARTNER (LIBRARY)

Library and Learning Enhancement  
Division

ALC1585

**CANDIDATE BROCHURE**





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# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority

research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists, including Professors Corinne Le Quere, Rachel Warren, Robert Nicholls and Timothy Osborn, have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Carly Sharples, Associate Director & Deputy Librarian, via [C.Sharples@uea.ac.uk](mailto:C.Sharples@uea.ac.uk)

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



## OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive  
Rates of Pay



30 Days  
Holiday



14 Additional  
Statutory and  
Customary days



Contributory  
Pension



Staff  
Development



Sportspark  
Discount



Research  
Support



Health and  
Wellbeing



Library



Campus  
Facilities



Care Leave  
Policies



Sainsbury  
Centre for  
Visual Arts



Ofsted  
Outstanding  
Nursery



And much  
more!

Further information can be found on our [Staff Benefits page](#).



# THE ROLE

The role holder will be responsible for the collaborative design and delivery of multidisciplinary information and digital literacy skills teaching in person and online to enhance student learning and staff teaching and research. The role will be expected to cover across all faculties as part of the team and develop specialisms in areas such as AI, copyright and open access, etc.

## KEY RESPONSIBILITIES

### EDUCATION AND TEACHING

- As part of the User Experience team, designing, updating and delivering of an innovative programme of “core” digital information skills for undergraduates, postgraduates and academic staff.
- As part of the User Experience team, leading on the development and maintenance of “core” digital materials and learning objects and video tutorials at key transition points through the student lifecycle, such as induction (Start Your Journey), First Assignment, long essays, literature reviews, dissertations, etc.
- Devise and deliver a targeted and scalable programme of discipline specific information and digital literacy skills training and resources for undergraduates, postgraduates and academic staff, including in person sessions, workshops and online materials.
- Ensure content is suitably embedded in the Virtual Learning Environment, student and staff web portals and other media in line with the Library social media strategy.
- Ensure that materials produced are accessible and inclusive in line with University guidance and support and are compliant with copyright and data protection
- Provide support for Degree Apprenticeships, local and international partnerships and CPD courses, etc.

- Foster strong working relationships with faculty and researchers to better understand and address their information and digital literacy skills needs.
- Liaise with library staff and colleagues in learning enhancement (LET), technology enhanced learning (CTEL), and Careers, etc., to promote the benefits of information & digital skills to student learning, retention & employability.
- Responding to changes in teaching and research profiles of each designated Faculty to inform decision-making.
- Providing training and support on copyright and reference management depending on different audiences, types of students and years of study.
- As part of Postgraduate and Staff sessions, and in support of the Open Research team, providing information and advocacy around open research including open access publication, rights retention and open data. etc., where appropriate.

### MANAGEMENT

- Assisting with the management of the team on an occasional basis, including recruitment, motivation, performance management appraisal, training and development, etc.
- Assisting the Associate Director and Deputy Librarian with major projects and team management.
- Assisting with implementing changes in library policy, processes and practice.
- Keeping frontline library staff updated on major changes and developments in designated subject areas, including upskilling all library staff in information & digital literacy skills, including training sessions, so the whole service can better support and signpost help for students, researchers and staff.

## THE ROLE (CONTINUED)

### KEY RESPONSIBILITIES CONTINUED

#### SPECIALIST ENQUIRY AND REFERENCE SUPPORT

- Providing scalable specialist reference support for students and researchers including working closely with Library User Experience staff in answering complex user enquiries.
- Acting as the escalation point for specialist discipline specific Library enquiry services (physical and virtual).

#### PROMOTION OF RESOURCES AND SERVICES

- Actively promote access to specialist and open research resources and databases that are used in teaching.
- Advising academic staff and learning technologists on the embedding of e-resources and digital information resources into the curriculum and wider learning environments (e.g., Blackboard), including rights management.
- Enhancing web-based visibility of information and digital literacies materials in collaboration with the User Experience Team.
- Creating and editing library web pages and undertaking creation and editing of subject libguides in line with departmental style sheets.
- Engaging in proactive outreach activities to promote library resources and services, staying informed about faculty and student issues through attendance at Student Experience Partnerships (SEP) and departmental meetings, when appropriate.
- Agreeing and implementing action plans to respond to Library feedback received as part of national or institutional surveys or other feedback mechanisms (e.g. NSS, PTES, PRES, Pulse, etc.).
- Devising innovative and engaging occasional scholarly, civic and recruitment activities and events in liaison with faculty, students and the wider environment.

#### DATA MANAGEMENT AND MANAGEMENT REPORTING

- Participating in the assessment of the team's teaching sessions, collecting feedback and data to continually improve the quality and impact of teaching offered.
- As part of the team, responsibility for data collation and management information covering all information and digital skills sessions and enquiries

#### SERVICE-WIDE RESPONSIBILITIES

- Participate in, and lead, working groups, projects and/or project strands.
- The role holder may also be asked to assume responsibility for a designated service-wide specialist function or functions.
- Participation in wider University activities including open days and events out of normal hours.

#### PROFESSIONAL DEVELOPMENT

- Staying current with advancements in information and digital literacy skills and academic library trends through professional development activities, conferences, and workshops.
- Keeping up to date on the changing approaches to information & digital skills delivery nationally including best practice from elsewhere
- Opportunities for professional accreditation, for example, but not limited to, Fellowship or Senior Fellowship of the HEA (FHEA) [AdvanceHE] or a relevant Apprenticeship programme.
- Liaising nationally, e.g. through RLUK and SCONUL working groups and with colleagues in Learning Enhancement and Centre for Technology Enhanced Learning (CTEL) and CHERRPS to maintain awareness of and contribute towards developments in teaching for students, researchers and academics, including community curriculum initiatives.
- The role holder may be expected to represent UEA at appropriate internal and external meetings.

## THE ROLE (CONTINUED)

### ADDITIONAL INFORMATION

#### SUPERVISION RECEIVED

The role holder will report to the Associate Director and Deputy Librarian, who will set and monitor objectives. It is expected that there will be regular meetings to assign work and feedback on progress. The role holder will be expected to work independently on agreed targets, ensuring that deadlines are met.

#### DECISION MAKING

The role holder will be expected to make operational decisions with the assigned areas of responsibility.

The role holder will contribute to decisions about the policy and strategy for library services.

#### CONTACTS

The role holder will be expected to develop a wide range of contacts across the University and externally.

The role holder will be expected to work with other team members and colleagues in other teams as necessary to provide cover and support the delivery of services.

The role holder will need to develop a network of external contacts and to represent UEA at external meetings.

### GENERAL INFORMATION

There will be a requirement to work outside normal hours, either to attend appointments, e.g., to take part in events or open days, or to meet specific deadlines.

Although the role is suitable for hybrid working, under the University's hybrid working policy, it is anticipated that during semester times up to 100% on site may regularly be required to ensure cover of in person teaching, workshops and events across all disciplines across all working days. However this may be balanced out over vacation periods when aggregated across a year.

This job description provides a framework for the role and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other reasonable duties as may be required for the effective performance of the post. Any additional duties will be commensurate with the grade of the post and training will be provided, as necessary.



# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Educated to degree level or equivalent qualification and/or equivalent experience in a similar or related role (E)
- Library qualification (or equivalent directly relevant experience) (E)
- Membership of an appropriate professional organisation (D)
- Demonstrable experience in delivering information and/or digital skills sessions (face-to-face and online) (E)
- Experience of providing open research advocacy in an academic environment (D)
- Background in supporting Science or Medicine disciplines (D)

## SKILLS AND KNOWLEDGE

- Demonstrable experience of planning or delivering training/user education (E)
- Knowledge of major developments in HE concerning information and digital literacies, e-learning, and research skills and practices (E)

- Demonstrable communication skills (verbal and written) and ability to collaborate effectively with diverse groups of faculty, students and other professional services colleagues (E)
- Practical experience of creating online materials / embedded digital objects (D)
- Confident presentation skills, including an ability to engage students, academics and peers (E)
- Ability to use screencasting and related learning technologies to produce engaging learning materials (D)
- IT skills including knowledge of web-based technologies, content management systems, and screencasting software to create video tutorials and presentations, etc. (D)

## PERSONAL ATTRIBUTES

- Ability to adapt to changing environments, emerging technologies, and evolving user needs (E)
- Analytical and problem solving skills (E)
- Ability to prioritise own workloads and deal with competing priorities (E)
- A collaborative nature and happy

to support other library staff at all levels when needed (E)

- Ability to demonstrate understanding of the UEA Values of Respect, Empowerment, Collaboration and Ambition and work with colleagues to embed the Values within the team (E)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

# FURTHER INFORMATION

The post is available immediately on an indefinite full-time basis.

Salary will be £38,249 to £45,413 per annum on Grade 7 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

**Place of Work** - During semester times up to 100% on site may be required regularly to ensure cover of in person teaching, workshops and events across all disciplines across all working days. Some hybrid working may be possible out of core semester time in line with the University hybrid working policy.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact [staff.visacompliance@uea.ac.uk](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a

different format please email [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk)

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **5 June 2025**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process. .

It is anticipated that presentations and interviews will take place on **20 June 2025** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

# ABOUT THE DIVISION

The Library is at the heart of the University of East Anglia. We hold a wealth of physical and online material to support the teaching and research activities of the University. We also welcome visitors to share in using our resources and building.

Our library is open 24/7 for current students and staff to browse, study and borrow. As a service we strive to assist anyone who comes to us with a question, whether it is Library-related or not. We work closely with colleagues across the whole University to provide a robust and effective service that our students can rely on.

Our building provides amazing views and a wide variety of study spaces to suit all our users when studying and collaborating. Staff are available in-person and online to help students find the right space for them and get the best out of our resources.

The Library is a grade II listed building with six floors and containing over 800,000 books, as well as computer labs, individual and group study rooms, and of course our specialist collections and archives. UEA also holds a range of impressive collections within the British Archive for Contemporary Writing.

The UEA Digital Library contains 550,00 ebooks and 97,500 online journals, enabling students to access a huge repository of knowledge at the touch of a button. Our Academic Librarians support users to access and navigate our resources and our website provides detailed support for students and researchers to learn how to make the most of our resources. Users are also encouraged to work with us to curate our collections, suggesting items we should stock to further diversity and enrich our collections for all users.

UEA Library is committed to equality and diversity for its staff and users alike, and strives to make its services inclusive for all to access.







# OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

## OUR VALUES (CONTINUED)



### AMBITION

**We are ambitious for our future success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



### COLLABORATION

**We are collaborative in our approach.**

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



### EMPOWERMENT

**We empower ourselves and each other.**

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



### RESPECT

**We respect each other.**

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.



# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.





# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

## OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)





# OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.





# NORWICH

## A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



*If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.*

**STEPHEN FRY**





# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

## BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

## BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

## BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

### **Equality, Diversity, Inclusion and Wellbeing**

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

