

JOB DESCRIPTION



Job Title: Assistant Librarian (Information Services)
Department: Library, Archive & Open Research Services
Faculty/Central Service: Central Services
Location: London
Reports to: User Support Services Librarian
Full Time/Part Time/Casual: Full Time
Grade: G5
Overall Purpose of the Job: The Assistant Librarian (Information Services) is based within the User Support & Information Services Team within Library, Archive & Open Research Services, reporting to the User Support Services Librarian. The Assistant Librarian (Information Services) is jointly responsible, with two others, for all aspects of the Library's annual information literacy programme, working closely to ensure a consistently high pedagogical standard and effective liaison with faculties. The three Assistant Librarians (Information Services) also divide up responsibility for reading list provision, keeping up to date on online pedagogy and AI, and developments in universal design principles and accessible pedagogy. They also contribute to the evidence-synthesis literature searching service. The annual information literacy programme provides instruction and support to LSHTM staff and students. The post holder is jointly responsible for liaising with academic and administrative staff to organise, plan and evaluate teaching and support sessions, preparing and updating teaching materials, delivering the classes using the most appropriate pedagogy, collecting and analysing course feedback and evaluation, and documenting the associated procedures. The postholder also responds to related queries from both staff and students. The evidence-synthesis literature searching service provides training and support to staff undertaking evidence synthesis projects. With the support of the User Support Services Librarian, the Assistant Librarians (Information Services) collaborate with research teams to design, run and document literature searches to published methodological standards, provide support and training to staff, and provide a search peer-review service. The Assistant Librarian (Information Services) actively engages with users to promote the service and to gather feedback and actively contributes to the development of the service. The post holder participates in staff meetings and events, staff rotas, Enquiries Desk duties and online user support, and staff recruitment as required. The post holder is required to work 09:00-17:00 Monday-Friday. All full-time LAORS staff work a minimum of 2 days on site in the Library per week but may be required to work additional days on site as the nature of the role or demand on the service dictates.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

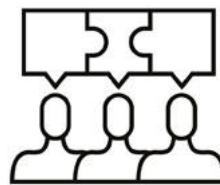
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Library, Archive & Open Research Services

The primary role of Library, Archive & Open Research Services (LAORS) is to support LSHTM in its mission to improve health and health equity in the UK and worldwide, working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice. LAORS seeks to provide excellent information-related services, resources and support to LSHTM's staff and students, and to contribute to a creative and supportive working environment in line with LSHTM's values. LAORS also welcomes external researchers and visitors who wish to consult its specialist collections.

LAORS provides an excellent standard of customer service in the delivery of services to users and offers an extensive programme of information skills teaching

and support. It facilitates access to a comprehensive collection of printed and electronic material in the fields of public and global health, including the archives of LSHTM which date from the mid-nineteenth century and consist of correspondence and personal papers of scientific, medical and global health professionals. LAORS also provides support for open access publishing, research data management and open science within LSHTM, and is responsible for LSHTM's records management service and LSHTM Press.

The LAORS organogram is attached. To discover more about LAORS please visit <https://www.lshtm.ac.uk/research/library-archive-open-research-services>

Main Duties and Responsibilities

Annual information literacy programme

Joint responsibility for all aspects of the annual information literacy programme which provides training and support to all students and staff. This involves:

- Working closely with the User Support Services Librarian, Information Services Team, and other LAORS staff to ensure the successful development and delivery of the programme.
- Liaising with relevant faculty teaching and administrative staff to set information literacy learning objectives and timetable teaching sessions.
- Writing and updating course materials to be used for teaching and updating print and online help and guidance on information literacy topics.
- Teaching small and medium sized information literacy classes regularly, delivered face to face, hybrid or via synchronous or asynchronous online classes.
- Providing one-to-one support and feedback to LSHTM staff and students, both face to face and online.
- Participating in internal and external professional groups and meetings, particularly relating to information literacy, literature searching and pedagogy in higher education.

Universal design principles and accessible pedagogy

Responsible for the following aspects of the information literacy programme:

- Taking the lead on advising and disseminating best practice in universal design for teaching and other Equity, Diversity & Inclusion-related pedagogical issues to library colleagues, liaising with relevant LSHTM staff and keeping up to date as required.
- Collecting and analysing feedback and statistics on the annual information literacy programme to identify future improvements, disseminating findings and recommendations to library colleagues and liaising with relevant LSHTM staff as required.

Evidence-synthesis literature searching service

- Assisting with the provision of the evidence synthesis literature searching service, available to LSHTM project teams producing evidence-synthesis research. This involves:

- Delivering training and support to LSHTM staff on published literature searching methodologies, guidelines and techniques, including Cochrane, JBI and PRISMA.
- Providing peer-review of search strategies, following published PRESS guidelines.
- Collaborating with project teams to design, run and document literature searches.

User Support

- Responding to user enquiries received at the Library Enquiries Desk and via Live Chat (LibraryH3lp) and ServiceDesk (TopDesk), providing timely and professional support at the point of need.
- Assisting users with use of library services including borrowing, membership, and finding and accessing both print and online resources.
- Supporting users to access and use technology in the Library including self-service equipment, multi-functional devices for printing and copying, laptop loans and Wi-Fi.
- Ensuring print material from the Library collections that have been removed from the shelves or returned from loan are re-shelved accurately at the end of each day, using trolleys, ladders and manual handling techniques as needed, and that Library shelves are kept tidy.
- Helping to ensure that Library spaces are maintained to a high standard and that users and colleagues are safe, dealing with any issues efficiently (including recording/reporting as appropriate), and ensuring that LAORS Regulations for Users are observed.
- Escalating issues which cannot be resolved following documented procedures, liaising with colleagues across LSHTM such as ITS and Estates as necessary.

General

- Assisting with the marketing and promotion of LAORS resources and services via a variety of channels including social media.
- Sharing user feedback and suggestions for improvement with relevant teams and managers to ensure continuous service improvement.
- Participating in staff meetings, events and training, user training sessions and staff rotas as required.
- Undertaking projects in support of LAORS as needed.
- Actively contributing to the development of the service.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	• A recognised postgraduate qualification in Library & Information Science	E
	• Fellowship of the Higher Education Academy	D
Experience	• Proven experience of effectively delivering information literacy teaching and support to adults, and of producing clear learning materials	E
	• Proven experience of designing and delivering learning activities informed by universal design for learning or accessibility best practice	E
	• Experience of working in a higher education or medical library	D
Knowledge	• Demonstrable knowledge of best practice and innovation in information literacy pedagogy	E
	• Demonstrable knowledge of published evidence-synthesis literature search methods and guidelines	E
	• Knowledge of issues relating to supporting remote users in a library and information context	D
Attributes	• Excellent oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences	E
	• Customer focussed and able to work together with staff and service users from diverse cultural backgrounds and life experiences	E
	• Excellent organisational skills, including the ability to prioritise work and adopt a flexible approach	E
	• Excellent IT skills and proven ability to work with a high level of accuracy and attention to detail	E
	• Proven ability to take responsibility, demonstrate initiative and resolve basic problems without direct supervision	E
	• Ability to work towards common goals as part of a team, with an awareness of how your work fits in with others and its importance in the wider context, and willingness to develop existing skills and to acquire new skills to support service excellence	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: June 2026

Salary and Conditions of Appointment

The post is fixed term for 24 months and full time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £39,984 - £45,728 per annum pro-rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications but due to the salary range for this role not meeting the UKVI requirements, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).