



City St George's, University of London

Library Services

NHS Librarian

Ref: 216-25

JOB DESCRIPTION

Post Title	NHS Librarian
Grade	6
Contract type	Permanent
Responsible to	Head of Library Services (Tooting)
Accountable to	Director of Library Services
Responsible for	NHS Liaison Support Librarian
Liaises with	Colleagues across Library Services and other Professional Services Directorates Multi-professional NHS staff from affiliated NHS Trusts (St George's University Hospitals Foundation NHS Trust and South West London and St George's Mental Health Trust) Trust leads in research, education and organisational development. Relevant NHS committees and working groups. Other NHS-focused Library staff and services working across healthcare locally, regionally, and nationally. LKS (Library and Knowledge Service) leads in NHS England Workforce, Training and Education.

Overall purpose of job

The role is a key part of the Library's NHS Team and aims to develop and deliver proactive NHS focused information services to our affiliated NHS Trusts to support and inform best practice in clinical care, education, research, and organisational development. The postholder ensures that Library Services meet the needs of NHS users by liaising with all associated NHS



hospital and community staff to provide a responsive, high quality library service that underpins excellent patient care and management decision-making through mobilising the evidence base and empowering staff with the information and expertise they need at the right time to make better decisions. The post holder will contribute to the collaborative planning and design of NHS library services including customised information skills training, literature search and current awareness services, aligned to priorities of local Trusts and Knowledge for Healthcare

1. Main Duties and Responsibilities

Liaison and relationship building

- To identify key stakeholders and foster relationships within affiliated Trusts to provide timely and appropriate library and evidence services and resources
- To co-ordinate surveys, focus groups and impact case studies to monitor satisfaction with NHS library surveys and identify needs
- To attend relevant committees and meetings, and where appropriate preparing reports to represent the Library Services, aid service development, usage and impact
- To liaise with other NHS librarians across London and beyond including attending working groups, committees, conferences etc.
- To work collaboratively with library colleagues to deliver effective and efficient library services
- To contribute to the creation and delivery of the Library Services NHS operational plan, strategy and QIOF assessment

Delivering expert evidence search services for NHS staff

- To manage and deliver a personalised search service supporting evidence-based practice, current awareness updates, management decision-making, education and research (CARES), for NHS staff
- To deploy expert searching and knowledge of key healthcare information resources to carry out comprehensive, complex literature searches
- to create or disseminate specialist bulletins to support different clinical, operational or management specialisms
- to promote, monitor and evaluate impact of services and identify opportunities for creating new, or developing existing services

Digital and Information Literacy

- to contribute to enquiry and 1-2-1 support services either, in-person or online
- to develop, deliver and evaluate Digital and Information Literacy programmes for NHS staff, including Evidence Based Practice
- to develop, deliver and evaluate induction sessions on the use and resources of the Library for new NHS staff
- to keep up to date with developments in new technologies, teaching methods and online tools to enhance teaching and delivery of library services.

Marketing and promotion of NHS library services

- to design and commission posters, publicity materials and guides for the NHS Library Service
- to support open days and awareness sessions and take part in Trust awareness days, training and events for embedded and timely promotion of NHS library services



- to use and evaluate social media for promotion and awareness-raising of NHS library services and resources in collaboration with the in-house promotions team
- to maintain library web content for NHS staff, in partnership with the Library's Systems Librarian

Collection and system management

- to manage KnowledgeShare administration and supervise other staff in KnowledgeShare tasks
- to manage OpenAthens administration and supervise other staff in OpenAthens administration
- support complex OpenAthens or KnowledgeShare queries
- to ensure accuracy and accessibility of content in the NHS Knowledge and Library hub discovery tool, in collaboration with the Content Team.
- to provide ongoing collection management and development in order to ensure collection quality and relevance.
- to monitor and evaluate resources in the areas of interest of the NHS staff arranging and promoting trials of online resources and collating feedback.
- to ensure currency of collection and of own subject knowledge.

General and Management

- to line manage and set objectives for NHS Liaison Assistant Librarian
- to contribute to general library staff training and development programmes
- to take part in the institutional personal development review programme
- to contribute to Library Services operational groups
- to attend conferences, workshops, and seminars to remain up to date with changes and share knowledge with colleagues
- to undertake duties on help desks as designated by the User Services Team

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

None





Person Specification

Criteria	Essential (E) or Desirable (D)	Method(s) of Assessment:
Qualifications and Knowledge		
CILIP accredited graduate qualification in librarianship or information studies OR equivalent experience	E	AF
Knowledge and understanding of developments in NHS services and education and how they affect the information needs of NHS staff	E	AF
Knowledge of resources relevant to NHS users	D	AF
Experience		
Working in a health care or NHS library	E	AF/INT SS1
Demonstrated ability to design and deliver digital and information literacy skills to a range of users	E	AF/INT SS2
Collection development and management of information resources and budgets in relevant subject areas	E	AF/INT SS3
Advanced literature searching skills	E	AF/INT SS4
Staff management	D	AF/INT
Skills and Abilities		
Excellent interpersonal, communication and advocacy skills (both oral and written). Accuracy, precision and attention to detail	E	AF/INT
Excellent information literacy, 1-2-1 and group teaching skills	E	AF/INT
Excellent IT skills, including library, information and office software , social media and virtual learning environments	E	AF/INT

Understanding of current initiatives in information literacy in relation to NHS library services	E	AF/INT SS5
Strong team working and collaboration skills	E	AF/INT
workability to manage own workload without close supervision including the ability to plan and complete work to deadlines	E	AF/INT
Critical Appraisal Skills	D	AF/INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

Updated April 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £42,882 pa, (pro-rated for part-time staff). The salary range for **Grade 6** is £42,882 – £49,559 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: sdavid@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **01 May 2025**

Interview date TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **216-25**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

