1 BACKGROUND INFORMATION

1.1 Division

The Library Service is a trusted and valued part of the University community and plays a key role in the education and research endeavour at the University of Bristol.

The Library is responsible for libraries, study centres and a research store, and is the institutional champion for study space, open access and research data management services. A significant focus of activity is planning for additional study spaces and a new University Library in the next 4-5 years. The Library procures, supplies and manages a wealth of digital and print information resources for research, learning and teaching. The Library is an active member of Research Libraries UK (RLUK) and the GW4 research partnership (Bath, Bristol, Cardiff and Exeter).

The Library is structured round three groups:

- **Research Services** provides advice and support about open access, REF and funder requirements, funding and payment details, and helps researches plan, manager and share research data. The Special Collections team provides access to our heritage and cultural treasures for education and research.

- **Students and Learning** (responsible for Academic Engagement, Study Skills, Customer Services and Student Engagement); made up of three teams who offer student and academic-facing services within the education theme. Students and learning teams support access to the right resources, provide expert skills and advice and flexible learning environments designed to enable all students to achieve their full potential. Academic Engagement is responsible for relationship management and professional library services to Schools and Faculties. Customer Services provide first-line enquiry and study space support and advice to students across our libraries and study centres. Student Engagement promote and market library services and spaces to students and other visitors to our libraries. The Study Skills service helps students develop and enhance those skills for academic performance.

- **Content and Planning** (responsible for 4 teams: Content Procurement, Collections and Metadata, Digital Library, Planning and Resources). Content Procurement manage the acquisition of the Library’s information resources and the inter-library loans service, Collections and Metadata oversee collection management and metadata activities, as well as Research Reserve services and facilities, while Digital Library is responsible for e-library strategy and projects. The remit of Planning and Resources concerns financial monitoring, business continuity, provision of management information, service level staff development, staff space planning, and executive, PA and administrative support.

1.2 The University and the City of Bristol

The University of Bristol's predecessor institution commenced in 1876 but can trace its roots to the Merchant Venturers Technical College, founded as a school in 1595. Since its formation it has become one of the leading institutions among the UK’s Russell Group of universities and operates globally, where it is recognised for its research and academic excellence.
The University has a strong interdisciplinary approach and regularly features among the top-ranking institutions in global league tables.

The University of Bristol’s mission is 'to pursue and share knowledge and understanding, both for their own sake and to help individuals and society fulfil their potential'. This is underpinned by a vision where the University of Bristol is an international powerhouse of learning, discovery and enterprise, whose excellence is acknowledged locally, nationally and globally, and that is:

- dedicated to academic achievement across a broad range of disciplines, and to continuous innovation and improvement
- research-intensive, supporting both individual scholarship and interdisciplinary or thematic research of the highest quality
- a centre for intellectually demanding, research-informed education that nurtures independence of mind and helps students achieve their personal goals and serve society’s needs, both during and after their time here
- an inclusive and collaborative community of scholarship that attracts and retains people with outstanding talent and potential from all walks of life and all parts of the world
- a stimulating and supportive environment for all students and staff, distinguished by a commitment to high standards, respect for the individual and a strong sense of collegiality
- committed to operating in a sustainable manner
- engaged with society’s interests, concerns, priorities and aspirations
- a major contributor culturally, environmentally and economically to Bristol and the South West
- well led and responsibly run, with an emphasis on consultative decision-making and open communication as well as personal responsibility and accountability

Key to Bristol’s vision is a clear and consistent articulation of and dialogue with its many stakeholder and publics about the wide range of research carried out at the Institution and hence is often featured in many national and international media. It has a proud history of two way dialogue as part of its research activities and addresses the world’s key challenges through an interdisciplinary approach.

As a global civic University it also plays a lead role in the city of Bristol’s cultural and economic well-being and carries out an extensive programme of events and activities on behalf of the city, as well as being a keen supporter of partner organisations’ activities.

For more information, please see [http://www.bris.ac.uk/university/](http://www.bris.ac.uk/university/)

2 EQUALITY, DIVERSITY & INCLUSION

The University is committed to Equality, Diversity and Inclusion and to creating a Positive Working Environment

As a leading global institution we are keen to attract the most highly talented individuals from a diverse range of backgrounds. Further information on our commitment to equality and diversity can be found at: [http://www.bris.ac.uk/jobs/diversity.html](http://www.bris.ac.uk/jobs/diversity.html)
We are committed to creating and sustaining a positive and mutually supportive working environment for our staff and an excellent teaching and learning experience for our students, where staff are equally valued and respected, and students are encouraged to thrive academically. We offer a broad range of services, activities and initiatives to enhance our staff experience of working at Bristol. For more information please visit: http://www.bristol.ac.uk/positive-working/

3 APPLICATION PROCESS

Please visit our web site at www.bris.ac.uk/jobs, enter the vacancy number or job title into the job search and follow the link to the online application process.

Further information on the University’s application process can be found at www.bristol.ac.uk/jobs/application-process.html