

## **Job Description**

### Job title

Information Assistant, National Library for Health (NLH) Specialist Libraries for Diabetes and Emergency Care.

### Job purpose

To provide support to the work programme of the Diabetes and Emergency Care Specialist Libraries of the National Library for Health, by facilitating organisation and sharing of knowledge.

### Duties and responsibilities

#### Information Management

1. Help to identify and disseminate the evidence base on diabetes and emergency care, particularly from Department of Health/NHS funded sources and other Specialist Libraries.
2. Check core resources for new material
3. Review resources for currency
4. Use the NLH Resource Management System to organise items identified in objective 1-3 above. (Training will be given)
5. Update electronic records, working to agreed quality processes and standards. Experience of data input would be advantageous, implementing agreed records management procedures. Attention to detail is essential.
6. Maintain policy documents and plans under the supervision of the Information Specialists.

#### Technical

1. You will adhere to and maintain the Diabetes and EC specialist libraries as agreed within the NLH contract.
2. You will operate to a common technical infrastructure

#### Community

1. Liaise with project collaborators and associated professional organisations as required.
2. Develop and maintain e-mail lists for a community of interest in the subject area
3. Support contact management by developing and maintaining contacts databases and e-mail lists for Specialist Libraries teams and developers, and key partner and stakeholder organisations
4. Maintain web based resources for knowledge sharing, such as bulletin boards, directories and discussion zones where appropriate.
5. Work on publicity and promotional activities for the Diabetes and EC special libraries as requested.
6. Operate within the Communications and Evaluation plans linked to those of NLH
7. Deal with external communication from the project under direction.

### Other

The post holder may from time to time be required to carry out other duties provided they are within the general level of responsibility of the post and within the abilities of the post holder

### Person Specification

The post holder must have:

- excellent verbal and written communication skills
- accuracy and good organisation skills, plus the ability to prioritise tasks
- IT skills - MSOffice, use of the Internet and of other electronic resources
- excellent administrative skills
- experience of web/ intranet content management tools

The post holder must be able to:

- work effectively as part of a team
- use initiative
- manage a variety of tasks and prioritise workload to meet deadlines
- use good judgement in appropriately referring enquiries elsewhere where necessary

Desirable requirements are that the post holder:

- has experience of working in the library/information management sector
- has a library or information management qualification

**If you are interested in applying or have further questions, please contact Beth Hall by the 19<sup>th</sup> December – [h.e.hall@warwick.ac.uk](mailto:h.e.hall@warwick.ac.uk)  
Tel - 024 76 574026**