Function: Information and Library Services	
Our Values:	Inclusive, Collaborative, Impactful
Our Principles:	Creating Opportunities, Building Partnerships, Delivering
Sector Focus: Library	To ensure the acquisition, updating and access to a range of digital and physical materials that support research, enterprise and scholarship across the university community.
Sector Focus: Information Systems	To ensure that the digital strategy supports the university ambition and provides an effective student and staff experience both on campus and remote working. To design, develop and maintain programmes and infrastructure that support all business operations and meet sector compliance requirements.

University of Greenwich:

The University of Greenwich is home to a truly global community of staff and students, and we value the talents and lived experience of each and every one of them. We believe in Education without Boundaries: supporting our students to achieve their ambitions because of, not despite, their background.

We are a positive force for change. Our impressive reputation for teaching and learning earned us a Silver rating in the 2017 Teaching Excellence Framework and we offer students an extensive portfolio of academic programmes.

We also provide applied research and enterprise that is recognised nationally and internationally. Our research is regularly acknowledged as among the best in the world, with strengths in natural resources, pharmaceutical science, and computational modelling.

Function Key Attributes:
The core to this function is the management and dissemination of information that supports university processes and deliverables.
They acquire hardware, software and resources to ensure the achievement of research and teaching objectives, as well as ensuring an effective student experience. The function works with the community to identify, analyse and solve business problems, provide project management and development of systems and software to meet the business needs.   They also provide direct support to students through a student facing Academic support team, ensuring induction and help new students to navigate university systems and expectations.

Overall Function purpose

- To design and deliver the hardware and software infrastructure to support all university activities and are where possible future proofed
- To research innovations and technology that would support the transformation of systems and processes within budgetary constraints.

- Manage projects from major transformation to smaller scale process improvement projects that ensure efficiency and effectiveness
- Deliver a day-to-day support service to ensure all staff and students have access to required Information and Management systems
- To protect data and systems from disruption to services and manage security issues.
- To analyse business problems, identifying and delivering cost effective solutions
- Liaise with external and internal stakeholders to ensure solutions comply with regulations and sector requirements
- To negotiate contracts for supply and maintenance of infrastructure and software

- Identify and acquire the appropriate research and textual/graphical materials for all Faculty staff and students to support teaching, learning, and research, and where possible to provide cost-effective electronic resources.

- Ensure all resources are accessible, up to date and relevant across three campuses and a range of disciplines
- Ensure resources are visible to and searchable by all users
- To provide knowledge management support for research and teaching purposes

- Design and deliver workshops and 1-1 activities to support student onboarding, scholarship and achievement.