

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 2 April 2017

Interviews are planned for: w/c 24 April 2017

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



JOB DESCRIPTION – Job ref REQ00528

Job Title and Grade:	Core Resources Co-ordinator Grade 6
Contract:	Permanent, full-time
Hours:	36 hours per week
Salary:	£25,298 - £28,452 per annum
Department/Section:	Library Services (Albert Sloman Library)
Responsible to:	Director of Library Services
Reports on a day to day basis to:	Collections Manager
Responsible for:	Interlending and Document Delivery Assistant (Grade 4)
Purpose of job:	To ensure that the Library provides adequate resources for taught course provision through the maintenance and co-ordination of the reading list system and the digitisation service. To contribute to the Library's help and enquiry service and the operational management of the Library service, including supervision of staff in evenings and at weekends

Duties of the Post:

1. To be responsible for the ongoing development of the reading lists and digitisation service.
2. To coordinate the receipt and upload of reading lists to the system, keeping accurate records of lists received and undertaking regular reporting/auditing.
3. To monitor and manage data entered into the reading lists system to ensure high quality.
4. To coordinate the prompt digitisation of readings, both retrospectively and on-demand, ensuring compliance with copyright requirements.
5. To plan and co-ordinate all elements of training for library, administrative and academic staff, including (but not limited to): writing documentation and publicity material; training via presentations, one-to-one sessions, group workshops and online tutorials.
6. To liaise and negotiate with academic and administrative staff (independently and/or in conjunction with Subject Librarians/Collections Manager as required) and identify Reading Lists champions in schools/departments.
7. To liaise with technical staff (internal: Digital Systems & Services Librarian, IT Services, Learning Technology; external: Talis) on technical developments of the Reading Lists software and to ensure interoperability with other systems (e.g. LMS, VLE).
8. To liaise with the campus bookshop to ensure a joined-up approach to reading lists.
9. To promote the reading list and digitisation service, working with the Library Comms team.
10. To coordinate statistics gathering for management information.
11. To participate in Collections team projects as required (e.g. authority control, stock edits)
12. To line manage the Interlending & Document Delivery Assistant, including performance appraisal and management, and providing support for training and development.

13. To participate in the management of Library Services, including overall supervision of the service in evenings and at weekends, and the provision of relevant statistics and reports.
14. To contribute to Library project work and service planning as appropriate, leading relevant working groups to support the development and enhancement of Library services.
15. As part of a team, to conduct Information Literacy and Library induction sessions, introducing users to Library procedures and the underlying information skills necessary to use them effectively.
16. Any other duties as may be assigned from time to time by the Director of Library Services or his/her nominee.
- 17. Other requirements:**
18. Work in evenings and at weekends on a regular basis, as and when required.
19. Ability and willingness to travel to other campuses as necessary

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

March 2017

PERSON SPECIFICATION

JOB TITLE: Core Resources Co-ordinator

Qualifications /Training

	Essential	Desirable
▪ Degree or equivalent qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Relevant professional qualification (e.g. Masters in Librarianship, MCLIP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ ECDL or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of working in an academic library	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of delivering one to one support in the use of a service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using technology to support learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working in a customer orientated environment, with a commitment to good customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of running an administrative system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working with relevant library processes, systems and procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of copyright issues and legislation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ A good level of IT literacy, to include a working knowledge of Microsoft Office applications and an ability to learn new specialised systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, including the ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills, both written and oral, including the ability to work with users at all levels (students, academics, suppliers, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent organisational skills with the ability to coordinate activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent presentation & teaching skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A flexible and positive attitude with the ability to use own initiative	<input type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work evening and weekend duties as required	<input type="checkbox"/>	<input type="checkbox"/>

*The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

March 2017

GENERAL INFORMATION

Library Services

You can find more information about the department at the following link <http://libwww.essex.ac.uk>.

General information

The standard hours of work will be:

Monday to Thursday, 9.00am to 5.00pm (45 minutes unpaid lunch)
Friday 9.00am to 4.45pm (45 minutes unpaid lunch)

The role holder will be required to work flexibly and will be scheduled to work any 5 days in 7 (Monday to Sunday) throughout the year, including regular evening and weekend duties outside the standard working hours (e.g. 2pm to 10pm, 10am to 6pm, etc.) subject to operational requirements.

Informal enquiries may be made to Ross Whitley, Collections Manager (telephone: 01206 873190 e-mail: ross.whitley@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

March 2017