

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

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JOB DESCRIPTION – Job ref REQ00529

Job Title and Grade:	Library Assistant (Collections) Grade 2
Contract:	Permanent, Full-time
Hours:	36 hours per week
Salary:	£15,486 to £15,976 per annum
Department/Section:	Library Services
Responsible to:	Director of Library Services & University Librarian
Reports on a day to day basis to:	Metadata and E-Resources Co-ordinator
Purpose of job:	To contribute to the Collections team, providing administrative support to ensure users can access library resources in a timely manner. The role holder contributes to acquisitions, cataloguing, subscriptions and interlending & document delivery procedures

Duties of the Post:

1. To receive and record library acquisitions (purchases, donations, subscription material, inter lending & document delivery requests) the library database upon their arrival in the library.
2. To undertake detailed bibliographic searches for inter-lending, document delivery and digitisation requests (internal and external), to process or deny requests within the framework of established policies and procedures, and to communicate with enquirers regarding these requests.
3. To undertake detailed bibliographic searches for library acquisitions and inter-lending requests, and to download bibliographic records from external databases, modifying as required to satisfy international and local standards.
4. To undertake edits of records in the library catalogue.
5. To participate in Collections team projects.

In addition, all Library staff who work on frontline services carry out the following duties:

6. As part of a team, providing first line support to users at the library helpdesk or whilst undertaking roving support duties, following the termly work schedule set by the Frontline Services Team Leader.
7. Responding to users' enquiries in person and by phone, supporting users in identifying, locating and accessing library resources which cater for their needs.
8. Assisting users in using self-service equipment for routine transactions (e.g. borrowing/returning library materials, printing, photocopying, scanning).
9. As part of a team, to assist with Information Literacy and Library induction sessions, introducing users to Library procedures and the underlying information skills necessary to use them effectively.



10. Shelving and ordering physical items on the shelves to ensure that resources can be readily located as required.
11. Monitoring the library environment and reporting any concerns.
12. Interpreting and applying library policies, rules and regulations regarding access, membership and borrowing.

Other requirements:

13. Work in evenings and at weekends on a regular basis, as and when required.
14. Ability and willingness to travel to other campuses as necessary.
15. Any other duties as may be assigned from time to time by the Director of Library Services or his/her nominee.

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: Library Assistant (Collections)

Qualifications /Training

	Essential	Desirable
▪ Good general education to GCSE standard (or equivalent), including Maths and English at grades A-C	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ ECDL qualification (or equivalent)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of data entry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using spreadsheets	<input checked="" type="checkbox"/>	<input 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 library work (or similar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of using specialised database software (or similar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of using electronic library resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent IT skills, including a knowledge of Microsoft Office applications (Outlook, Word, Excel), 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, to provide excellent customer service and to contribute to ongoing process improvements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work methodically, reliably and accurately, with a high level of attention to detail and without close supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work on a variety of ongoing tasks and plan workload to prioritise effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Reliability and good time keeping with a flexible approach to work	<input checked="" 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 checked="" 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 postholder 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

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