

RECRUITMENT PACK

This document includes the following information:

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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 (e.g. 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: 19 November 2017

Interviews are planned for: 08 December 2017

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JOB DESCRIPTION – Job ref (REQ01006)

Job Title and Grade:	Loughton Library Supervisor Grade 5
Contract:	Full time
Hours:	36 hours per week, see general information
Salary:	£21,585–£24,983 per annum
Department/Section:	Library Services
Responsible to:	Director of Library Services & University Librarian
Reports on a day to day basis to:	Southend Campus Librarian
Responsible for:	Senior Library Assistant (Loughton); Student Assistants (Loughton)
Purpose of job:	The post holder will lead and co-ordinate the SLA (Loughton) and a team of student assistants providing user focused library services at East 15 (Loughton). This includes circulation services, as well as dealing with library enquiries and providing support for students in accessing and using University of Essex information resources. The post holder will act as the point of contact between users in Loughton and the Southend Campus Librarian to facilitate collection management and information skills training activities. They will also assist with library induction, IT support and coursework submission for University of Essex students.

Duties of the Post:

The main duties of the post will include:

1. To oversee the day to day running of the Library Helpdesk at Loughton, including the management of a team of student assistants to provide out-of-hours services.
2. To provide support for students using the library facilities and services at the Loughton campus, responding to Library and IT enquiries and referring students to other services and sources of support as appropriate.
3. To co-ordinate the delivery of library induction at the Loughton campus and to assist the Southend Campus Librarian in the provision of information skills training and activities for University of Essex students.
4. To line manage the Senior Library Assistant (Loughton) including performance appraisal and management and providing support for training and development.
5. To line manage the team of student assistants including performance appraisal and management and providing support for training and development.
6. To oversee a team of IT support assistants, and to provide IT support to students and staff in the library.



7. To act as a point of contact between users in Loughton and the Southend Campus Librarian in support of collection development activities.
8. To liaise with the User Services Manager in terms of operational management and development of the library system at Loughton.
9. To liaise with the Interlending & Document Delivery team with regard to stock requests and transfer between the libraries at Colchester and Loughton.
10. To use relevant systems and stock management information to monitor the use of University of Essex library stock, and to contribute to library stocktakes and stock editing work.
11. To accept and process coursework submissions from University of Essex students on behalf of East 15 Acting School.
12. To issue playscripts to University of Essex students on behalf of East 15 Acting School.
13. To contribute to Loughton library communications via social media.
14. To monitor the library environment and report/refer faults and concerns as appropriate.
15. Any other duties assigned from time to time by the University Librarian 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.

***For Academic posts only:* It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.**

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#>

November 2017



PERSON SPECIFICATION

JOB TITLE: Loughton Library Supervisor

Qualifications /Training

	Essential	Desirable
▪ Degree or equivalent or significant demonstrable experience in a similar role)	<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 a customer orientated environment, with a commitment to good customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of staff supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of library work or similar	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent IT skills, including a knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint), and an ability to learn new specialised systems	<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"/>
▪ Excellent interpersonal skills, including the ability to work as part of a team	<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"/>
▪ A flexible and positive attitude with the ability to use own initiative	<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"/>
▪ Knowledge of reference management software	<input type="checkbox"/>	<input checked="" 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>

November 2017



Additional Information

Library Services

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

People Supporting Strategy

Please find a link to the People Supporting Strategy.

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

General information

The standard hours of work would ideally be:

Monday - Thursday, 10:15am to 6:30pm (1hr unpaid break)

Friday 10:30am to 6:30pm (1hr unpaid break)

The roleholder will be required to work flexibly and will be scheduled to work any 5 days in 7 (Monday to Sunday) throughout the year, including occasional evening and weekend duties outside the standard working hours subject to operational requirements.

Informal enquiries may be made to Greg Bennett, Southend Campus Librarian (telephone: 01702 32 8485 e-mail: gbennett@essex.ac.uk). However, all applications must be made online.

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.

This document is produced by:

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