Job Description

Job title:	Library Assistant (Graduate Trainee)
Department/School:	Technical Services, Library
Grade:	3
Location:	Technical Services, Library

Job purpose
This post is for graduates seeking Library-based experience prior to their study to become a Library and Information professional.   The postholder will form a crucial part of the Technical Services team, being able to work across a number of different sections as required, in response to patterns of greatest need.

Source and nature of management provided
The Bibliographic Services Librarian will act as Line Manager, with day-to-day supervision from Technical Services Information Librarians.

Staff management responsibility
The post carries no line management responsibility.

Special conditions
This is a full-time fixed-term post based primarily in the Library's Acquisitions and Copy and Print sections, with time spent working across any of the sections within the Technical Services Department of the Library. Therefore, the postholder will gain experience in one or more sections of Technical Services (Interlibrary Loans and Document Delivery, Electronic Resources, Periodicals and Cataloguing) in addition to their two core sections.   There will also be the opportunity to engage fully with Library-staff development events and training and learn about the work of the Library service as a whole.   There is an expectation that the postholder will work towards Certification with CILIP (Chartered Institute of Library and Information Professionals) during their tenure. This Certification is recognised by the post-nominals ACLIP.

	Main duties and responsibilities
1	Sourcing and ordering printed and electronic books for library stock and preparing invoices for payment.
2	Finding and checking bibliographic data, for example, from reading lists.
3	Responding to enquiries from users and requests for information from subject colleagues.
4	Using the Library Management System (Ex Libris' Alma) and other dedicated software applications as required.
5	Assisting users with their printing, photocopying and scanning.
6	Liaising with students with a print disability to ensure they receive a no-detriment learning experience.
7	Helping to maintain printing equipment (this will require some moderate bending and lifting).
8	Involvement with Library project work, under the guidance of the Bibliographic Services Librarian.
9	Providing assistance to the Staff Development Co-Ordinator as required. This may include using the Library's reading list software (Ex Libris' Leganto) to curate and create targeted reading lists to promote diversity and inclusion, for example, Sport and Disability, Wellbeing and Mental Health, Black History and Culture.
10	Keeping abreast of trends in Higher Education, librarianship and information science.

From time to time you may be asked to assist in the facilitation of CPD (continuing professional development) activities.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

Person Specification

Criteria: Experience/Knowledge	Essential	Desirable
An enthusiastic yet methodical approach to all tasks	☑	
Experience of working positively with customers in a service industry / environment	☑	
An enthusiasm for service development	☑	
Experience of library or information-related work (paid or voluntary)		☑

Criteria: Skills	Essential	Desirable
Strong customer service skills	☑	
Work effectively with IT tools	☑	
Approach the organisation of information in a thorough and accurate manner	☑	
Display a committed and pro-active approach to library and information provision	☑	
Communicate effectively with colleagues and all levels of staff, users and suppliers	☑	
Work co-operatively in a team environment	☑	
Work to deadlines and prioritise workload	☑	

Criteria: Professional Qualifications	Essential	Desirable
The postholder should be intending to choose Library and Information Science as a professional career.	☑	
The postholder should be intending to work towards ACLIP accreditation		☑

Criteria: Academic Qualifications	Essential	Desirable
Applicants will hold a first degree.	☑	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:
Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:
Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:
Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:
Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:
Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:
Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:
Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:
Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:
Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.