

## JOB DESCRIPTION

**POST:** Assistant Librarian (Part Time)

**DATE:** August 2017

**SERVICE:** Library

**POST NO:** LIB-B03

**STARTING DATE:** As soon as possible

**SALARY RANGE:** Grade 5 - £22,214 to £25,728 per annum, pro rata

**HOURS:** 18.5 hours per week

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Librarian

### THE POST

We are seeking to recruit a part time Assistant Librarian to liaise with one of our Faculties. As well as advice and enquiry work, collection development and the preparation of printed and electronic publications, you will be actively involved in delivering induction programmes, research skills sessions, attending meetings, and liaising closely with administrators and academics in your Faculties. You will also provide support for web-based learning and resources.

### MAIN DUTIES AND RESPONSIBILITIES

The responsibilities of the Assistant Librarian are as follows:

- To liaise between the Library and one of the Faculties of the University.
- To order, catalogue and classify new book stock.
- To take part in timetabled rotas for counter and enquiry desk work and shelving.
- To represent the Library on a range of University and Faculty committees.
- To provide advice and help with student and staff enquiries.
- To be actively involved in delivering induction programmes and research skills sessions.
- To provide support for web-based learning and resources.
- The person appointed will be required from time to time to undertake such other duties as may from time to time be allocated by the Librarian.

### General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

## **CONDITIONS OF SERVICE**

The appointment will be made at Grade 5, currently £22,214 to £24,285 per annum, pro rata and annual incremental progression within this range. An upper range of £24,983 to £25,728 per annum, pro rata will be available (again with incremental progression) to those who, having demonstrated added value through activities or contribution which are over and above the normal expectations for the role. Exact placement will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 18.5 hours per week, to be worked within the Library opening times of 8am to 8pm. The Library is open in the evenings and at weekends during the University term. It is a requirement of this post that one evening per week be worked until 8pm, with a morning off in lieu. The Library remains open on the Bank Holidays in May, during term time, and staff may be requested to work on these days with appropriate payment and time off in lieu. There may also be an occasional requirement to work at the weekend.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum, plus Bank holidays and two extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days pro rata on completing five years' service prior to the commencement of a leave year on 1 August.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

## **APPLICATION INFORMATION**

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

## PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification (labelled A, I) indicate how each attribute is assessed.

A = application form, I = interview.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>
<b><u>EDUCATION/TRAINING</u></b>				
Degree in Librarianship or Postgraduate qualification in Librarianship	X		X	
Chartered Librarianship		X	X	
<b><u>EXPERIENCE</u></b>				
Experience of library work	X		X	X
Liaising with academic staff		X		X
Excellent customer service skills	X		X	X
<b><u>KNOWLEDGE</u></b>				
Electronic library systems	X		X	X
Computer literate	X			X
Microsoft Office	X		X	X
<b><u>SKILLS/ABILITIES</u></b>				
Cataloguing and classification		X	X	X
Experience of Capita Alto and Talis systems		X	X	X
Able to work without supervision	X		X	X
Excellent communication skills	X		X	X
Able to understand the needs of both students and academic staff and channel those needs to the Librarian and other members of the library team	X			X
Ability to deliver inductions and information literacy sessions to students within the faculty	X			X

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>
<b><u>PERSONALITY</u></b>				
Self reliance	X			X
Team player	X			X
Reliable	X			X
<b><u>HEALTH</u></b>				
The ability to move and shelve books	X			X
<b><u>OTHER</u></b>				
Be willing to be involved in local and national library activities	X			X

## **FURTHER INFORMATION**

### **Health & Safety**

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

### **Sustainable Development**

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

### **Facilities**

Staff catering facilities are available.

**West Downs Day Nursery** - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

### **Winchester Values**

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

#### **Intellectual Freedom**

Intellectual freedom and its appropriate expression are at the heart of our business.

#### **Social Justice**

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

## **Diversity, Equality and Inclusion**

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

## **Spirituality**

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

## **Individuals Matter**

The wellbeing of each member of staff and every student is important, as are their opinions and views.

## **Creativity**

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

## **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

## **Mission Statement;**

‘To educate, to advance knowledge and to serve the public good’

## **The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.