NUFFIELD COLLEGE

SENIOR LIBRARY ASSISTANT

JOB DESCRIPTION

Job Title: Senior Library Assistant
Department: Library
Place of Work: Nuffield College, New Road, Oxford
Responsible to: Head of the Library
Salary: £21,331 per annum (subject to the selected applicant’s qualifications and experience a higher salary can be considered)
Hours of Work: Full-time (35 hours per week); applications would also be welcome from candidates who wish to take up the post on a part-time basis
Duration: Fixed-term for one year in the first instance (with a possibility of extension)
Probation: Three months

Overview of the job:

Nuffield College is seeking to appoint a Senior Library Assistant to join a team of dedicated library professionals in the College Library. The core duties of this post include:

- assisting the head of the Library and Deputy Librarian in providing efficient library services to all readers.
- carrying out day-to-day management, in consultation with the head of the Library, of the Archive collection, and share in the general running of the library.
- co-operating with other departments of the College where appropriate.

About the College:

Nuffield College Library lies at the heart of the College’s academic endeavour and provides unparalleled support to students, researchers and academics. It is one of the finest social science research libraries in the UK and reflects the academic interests of the College’s research community. The main collections are rich in current social science research and thought, constantly developing to keep abreast of disciplinary developments. The collection is also strong in historical, statistical and methodological works, enabling our students and academics to carry out research at the highest level. We also have substantial special collections and archives that include government publications, historical collections on labour and political history, extensive trade union and political party materials, and collections of unpublished papers, many relating to individuals or projects associated with Nuffield College. The Library is
open shelf and accessible 24 hours a day to all Nuffield College members; during working hours it also admits postgraduate students, researchers and staff from the rest of the University of Oxford, as well as visitors on special request. Further information about the Library can be found at https://www.nuffield.ox.ac.uk/the-college/library/

**Key duties and responsibilities:**

**Technical Services**
- Maintenance of the Library’s archive collections, including compiling handlists, sorting and boxing papers, and managing enquiries from archive readers.
- Management of Inter-Library Loans requests, both internal and external.
- Cataloguing of Special and Reserve Collections, to include antiquarian cataloguing to current OLIS standards.
- Share of cataloguing and subject indexing to current OLIS standards as defined by the Cataloguing Support Services of the Bodleian Library, and as modified where necessary by the head of the Library to serve local requirements.
- Registration of serials on Aleph.
- Maintaining relevant sections of the Library’s website.
- Share of management of social media channels.

**Reader Services**
- Working on the Circulation Desk, including registering new readers, loans processing, and maintaining security.
- A share of enquiries work, including answering enquiries in person, dealing with email and telephone enquiries, giving brief tours of the Library for new readers, and dealing with archive readers.
- Taking part in the induction, training and reader education programme.

**Other Duties**
- Shelving of books and other library materials.
- Stock-taking.
- Any other duties considered necessary by the head of the Library to ensure effective and efficient service.

**Selection Criteria**

The successful candidate will meet the following criteria:

**Essential**
- First degree or equivalent relevant experience
- Academic library experience
• Previous experience of technical library services using an automated system
• Good general IT literacy, including email, internet, Microsoft Office and social media
• Excellent communication skills
• Attention to detail and the ability to work independently and accurately
• Ability to lift and carry books and small boxes (as the post includes moving boxed archives and general shelving)
• Self-motivation, enthusiasm and efficiency in providing excellent service to readers
• A flexible and proactive approach to work; the ability to respond efficiently to changing operational needs, while also dealing effectively with routine tasks

Desirable

• Library qualifications
• Experience of ALEPH Acquisitions/Serials, Circulation and Cataloguing modules
• Proficiency in cataloguing using RDA/MARC21
• Demonstrable interest in the social sciences

How to Apply

To apply online for this vacancy, please click on the 'Apply' link below. This will take you to the Interfolio Web Recruitment System, where you will need to register for an account (if you have not done so previously) and log in before completing an online application. For the online application you will be asked to complete an application form and a recruitment monitoring form, and to upload a covering letter and a curriculum vitae, which should include the names and postal and email addresses of two referees. **We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

Applicants should ensure that their covering letter describes the ways in which they meet the selection criteria for the post, as set out above, and should indicate whether they are applying for the full-time post or wish to take up the post on a part-time basis.

Apply

If you have any technical difficulties submitting your online application, please contact Interfolio at help@interfolio.com. For other queries, please contact the HR Department, human.resources@nuffield.ox.ac.uk.

If you wish to submit a hard-copy application, please contact the HR Department, human.resources@nuffield.ox.ac.uk.

The closing date for receipt of completed applications is **12.00 noon on Monday 4th June 2018**. Interviews are likely to take place in the **week beginning 11th June 2018**.
TERMS AND CONDITIONS

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

Duration

This is a fixed-term post for one year in the first instance (with a possibility of extension) subject to the normal pre-employment checks and satisfactory completion of a three-month probation period.

Salary

The salary for the post is £21,331 per annum (pro-rata for part-time staff). Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on employees’ payslips. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

Hours of Work

The post is fulltime, although applications from candidates who wish to work on a part-time basis will be considered. The normal full-time hours of work are 35 hours per week, Monday to Friday, 09.30 to 17.30, exclusive of meal breaks. It is essential that the post holder is able to provide some flexibility with working hours in order the meet the demands of the post, for which time off in lieu will be given.

Holiday Entitlement

The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with the employee’s Line Manager, as appropriate.

Pension

Employees will be contractually enrolled in the University Superannuation Scheme (USS) from the commencement of their employment, unless they opt out by completing and returning the relevant form to the HR department.

Meal Entitlement

Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any kitchen closure period.
Other Benefits

Employees will be eligible for childcare vouchers, discounted travel to work scheme for the purchase of bus and train tickets and, where appropriate, uniform.

Training

The College will support the post-holder to undertake any relevant training to enhance his or her career, and financial support for these development activities may be provided where appropriate.

Equal Opportunity statement

The policy and practice of the University of Oxford and Nuffield College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements:

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore require applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and, where any documents are not in English, a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Please note that this post is not eligible for UK Visa and Immigration sponsorship.
Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:-

- Assess the candidate’s medical capability to do the job for which they have applied

- Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have

- Ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

Nothing in these particulars constitutes a contract.

Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from disabled people and from black and minority ethnic candidates, who are currently under-represented in posts in the College.