1   Advertisement

Post Title: Library Assistant x 2
School/department: Library
Hours: full time hours considered up to a maximum of 1 FTE / 36.5 hours
Requests for <u>flexible working</u> options will be considered (subject to business need).
Contract: permanent
Reference: 9226
Salary: starting at £22,630 to £23,662 per annum, pro rata if part time
Placed on: 09 March 2023
Closing date: 23 March 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: As soon as possible

- An opportunity has arisen in the University Library for a full-time Library Assistant to work in the Content Delivery team within the library.
- Applicants should have good oral and written communications skills, excellent organisational and ICT skills, be able to demonstrate the ability to prioritise and meet deadlines and evidenced strong analytical skills and attention to detail. Experience of working in a team is also desirable.
- Duties will include processing online reading lists, selecting and ordering materials using a range of suppliers, as well as creating digitised content for essential readings. Additionally, the successful candidate will take part in other general tasks within the Content Delivery team and wider Library team.
- Hours of work for the position 36.5 hours per week, Monday to Friday, within the core Library hours, 8.00 am - 6.00 pm.
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Please contact Annette Moore <u>a.moore@sussex.ac.uk</u> for informal enquiries.

For full details and how to apply see our <u>vacancies page</u>

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2.   The School / Division

Please find further information regarding the school/division at <u>www.sussex.ac.uk/library</u>

3.   Job Description

GENERIC ROLE PROFILE

Job Title: Library Assistant - ODL

Grade: G3

School/Division: Library

Location: Hybrid

Responsible to: Content Delivery Library Officer - ODL

Direct reports: n/a

Key contacts: Content Delivery Library Officer – ODL, Online Distance Learning Librarian and the Content Delivery and Access Librarian

Role description:

To serve as an initial point of contact and link between students, staff members, internal departments, and external contacts. To assist colleagues in the provision of clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception and general enquiries service to students, faculty, and visitors

2. Take responsibility for specific projects or areas of work within clear parameters.

3. Support the successful delivery of Library services and processes.

KEY RESPONSIBILITIES
1. Provide a friendly and professional reception and general enquiries service to students, faculty, and visitors.
    1.1. Provide a first point of contact ensuring an efficient service and customer-oriented environment.
    1.2. Deal with queries including in-person and online, recognising and referring more complex enquiries as appropriate.
    1.3. Give advice and guidance to users on Library resources, both print and digital
    1.4. Provide technical and system support to staff and users as appropriate.

2. Take responsibility for specific projects or area of work, within clear parameters.
    2.1. Assisting with the provision of print and digital resources for students and staff.
    2.2. Maintaining databases and digital records, including data entry and record checking.
    2.3. Using Library systems and specialist software to facilitate access to Library facilities, collections, and services.
    2.4. Assisting with ensuring accessibility of the library's resources and communications.

2.5. Contributing to the promotion of the library's services and collections.
2.6. Contributing to the general maintenance of the library and its collections.
2.7. Assist with general clerical duties, including filing.

3. Support the successful delivery of Library services and processes.
    3.1. Act as a representative of the library and project a positive image to users
    3.2. Assist with manual handling of equipment and Library materials.
    3.3. Supporting/guiding/overseeing Shelvers, students, volunteers at times throughout the year as required
    3.4. Participate in the induction and training of other staff and new library users as appropriate
    3.5. Participate in Library and department rotas to ensure cover as required.
    3.6. Partake in fire evacuation & fire warden procedures.
    3.7. Participating in weekend and evening rotas.
    3.8. Promoting a positive health and safety culture throughout the library.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure, and guidance in relation to those compliance matters in respect of students, staff, and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).

2. With guidance, effective organisational skills to organise own workload and priorities.

3. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information.

4. Ability to work flexibly within a small team.

5. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Proven ability to work independently and take initiative as appropriate.

2. Proven ability to take responsibility for a particular area of work.
3. Proven ability to manage time, prioritise tasks and work accurately.
4. Awareness of issues relating to copyright, data protection.

DESIRABLE CRITERIA

1. One years' experience in a similar role.

2. One years' experience working in a university or similar environment.