1 Advertisement

Post Title: Library Assistant  
School/department: Library  
Hours: Part-time considered up to a maximum of 18.25 hours / 0.5FTE 
Requests for flexible working options will be considered (subject to business need).  
Contract: Permanent  
Reference: 6243  
Salary: Starting at £19,623 to £21,686 per annum, pro rata  
Placed on: 28 July 2021  
Closing date: 18 August 2021. Applications must be received by midnight of the closing date.  
Expected Interview date: ASAP  
Expected start date: ASAP

The Library is seeking to appoint a part-time Library Assistant for a permanent role. The hours of work for the post are 18.25 per week, negotiable within core Library hours 8.00am-6.00pm and will include occasional evening and weekend work.

To succeed in this post, you must enjoy working in a busy, changing, often hectic and varied environment, yet be well organised and able to handle regular, routine tasks. Flexibility, good oral and written communications skills and the ability to deal tactfully with staff and students are essential.

Experience of working in a customer orientated environment and as part of a team would be an advantage.

The successful applicants will initially be based in the Frontline Services section of the Library dealing with customers on the busy lending and enquiry desks.

The successful applicants will also be involved in general library duties including shelving.

For further information, contact: Sean Goddard  
(Frontline Services Librarian)  
s.p.goddard@sussex.ac.uk  
01273 873511

To apply, please complete the application form, making sure that you include details of how you meet the Person Specification.

For full details and how to apply see our vacancies page

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. **The School / Division**

Please find further information regarding the school/division at [www.sussex.ac.uk/library](http://www.sussex.ac.uk/library)

3. **Job Description**

Job Description for the post of: Library Assistant

**Department:** Frontline Services

**Section/Unit/School:** Library

**Location:** The Library/home-working

**Grade:** 3

**Responsible to:** Frontline Services Librarian

**Purpose of the post:**
To provide support for a range of Library functions.

**Key Responsibilities:**

1. **Provide a friendly and professional service to students, staff 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 Gives 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, which may include**
   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 Promoting a positive health and safety culture throughout the Library.
   2.8 Participating in weekend and evening rotas.

3. **Contribute to common services**
   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 Assist with general clerical duties, including filing and handling of cash transactions
   3.4 Supporting/guiding/overseeing shelving assistants, students, volunteers at times
throughout the year as required

3.5 To be responsible for own health and safety and that of colleagues, in accordance with the Health and Safety at Work Act

3.6 To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.

3.7 To work in accordance with the General Data Protection Regulations, Licensing and Copyright regulations.

3.8 Participate in the induction and training of other staff and new library users as appropriate

3.9 Participate in Library and department rotas to ensure cover as required

4. Partake in fire evacuation & fire warden training.

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

4. Person Specification

Person Specification for the post of: Library Assistant Grade 3

SKILLS / ABILITIES

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<tr>
<th>SKILLS / ABILITIES</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Good oral and written communication skills</td>
<td>X</td>
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<td>Good ICT skills especially word processing and data inputting</td>
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<td>Proven ability to work independently and take initiative as appropriate</td>
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<td>Proven ability to take responsibility for a particular area of work</td>
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<td>Proven ability to manage time, prioritise tasks and work accurately</td>
<td>X</td>
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<td>Awareness of issues relating to data protection &amp; copyright</td>
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<td>Ability to participate in manual work such as shelving books and pushing trolleys</td>
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EXPERIENCE

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<tr>
<th>EXPERIENCE</th>
<th>Essential</th>
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<tr>
<td>Experience in a customer orientated environment</td>
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<td>Experience of working effectively as part of a team</td>
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<td>Experience of using tills or cash handling</td>
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<td>Experience of working in a library or bookshop or with students</td>
<td>X</td>
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<td>Experience of staff supervision</td>
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<tr>
<td>QUALIFICATIONS</td>
<td>Essential</td>
<td>Desirable</td>
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<td>3 GCSEs or equivalent or relevant experience</td>
<td>X</td>
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<th>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Flexible and able to adapt to change</td>
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<td>Good interpersonal skills including the ability to deal tactfully with people</td>
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<td>Ability to work under pressure and to meet deadlines</td>
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<td>Ability to exercise integrity and discretion</td>
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<td>Good organisational skills including the ability to file alphabetically and numerically</td>
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