1 Advertisement

**Post Title:** Shelving Assistant x 2  
**School/department:** Library  
**Hours:** part time hours 0.184 FTE / 10 hours per week for 35 weeks per year  
**Contract:** permanent x 2  
**Reference:** 9220  
**Salary:** £20,761 to £21,197 per annum, pro rata if part time  
**Placed on:** 01 November 2022  
**Closing date:** 09 November 2022  
**Expected Interview date:** to be confirmed  
**Expected start date:** asap

- We are seeking to appoint a part-time shelving assistant for 10 hours per week during term time (35 weeks per year).

- Hours of work are as follows:  
  10 hours per week (2 hours per day for 5 days during core hours 8am to 7pm, may include weekends). The exact hours of work can be negotiated on appointment.

- The successful applicant will be based in the Collections Team contributing to the daily collection, sorting, shelving, and re-spacing of books in the library. Some light cleaning may be required.

- Applicants must be able to undertake all the physical requirements of the job, such as manoeuvring book trolleys and handling books for shelving etc. sometimes in dusty conditions. Training will be given.

- Flexibility, good oral and written communications skills and the ability to deal tactfully with staff and students is essential to this post. Experience of working in a customer-oriented environment and as part of a team would be an advantage.

Please contact Sean Goddard s.p.goddard@sussex.ac.uk for informal enquiries

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.*

**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 [www.sussex.ac.uk/library](#)

3. **Job Description**
Job Title: Library Shelving Assistant

Grade: G1

School/Division: Library

Location: Library

Responsible to: Collections Services Librarian

Direct reports: n/a

Key contacts: Collections Services Supervisor

Role description:

To assist colleagues in varied tasks associated with shelving and maintaining library materials

PRINCIPAL ACCOUNTABILITIES

1. Contribute to the daily collection, sorting and shelving of books.
2. Assisting users with finding resources on shelves

KEY RESPONSIBILITIES

1. Collecting books and materials used in the library
2. Sorting books and preparing trolleys of sorted books for shelving
3. Re-shelving books
4. Participate in re-spacing of books and book stack
5. Clean shelves as necessary
6. Promoting a positive health and safety culture throughout the library.
7. Other tasks associated with maintaining a Library collection

- 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.

To carry out any other duties that are within the employee’s skills and abilities whenever reasonably instructed.
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.

**INDICATIVE PERFORMANCE CRITERIA**

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

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

2. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.

3. Ability to work flexibly within a small team.

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

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. [add details as required]

**DESIRABLE CRITERIA**

1. One years’ experience in a similar role.

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