# Job description and selection criteria

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| Job title | Term-time Evening Senior Library Assistant (part-time) |
| Division | Gardens, Libraries and Museums (GLAM) |
| Department | Bodleian Libraries |
| Location | Bodleian Law Library, St. Cross Building, Manor Road, Oxford, OX1 3UR |
| Grade and salary | Grade 4: £ 22,017 - £ 25,482 per annum (pro rata) |
| Hours | 9 hours per week during term: Wednesday, Thursday and Friday (7pm-10pm); 8 weeks per term; 3 terms per year |
| Contract type | Permanent |
| Reporting to | Academic Services Librarian |
| Vacancy reference | 138206 |
| Additional information | You are required to submit a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see below for further details).  CV’s will NOT be considered.  Probation period: Two Terms |
| Closing date | 12.00 midday GMT Friday 7 December 2018 |

## Introduction

### The University

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.



We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

**Gardens, Libraries and Museums (GLAM**)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University’s wider nature and mission. They are part of its heritage as the country’s oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University’s outreach and access missions.

For more information please visit: <http://www.admin.ox.ac.uk/glam/>

### The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian’s online image portal at [digital.bodleian.ox.ac.uk](http://digital.bodleian.ox.ac.uk) or by visiting the exhibition galleries in the Bodleian’s Weston Library.

For more information please visit: <http://www.bodleian.ox.ac.uk/>

**Bodleian Law Library (BLL)**

The Bodleian Law Library is housed, together with the Faculty of Law, in the St. Cross Building, and was opened in 1964 to provide a focus for library provision for legal studies in the University. The Library receives most law and criminology books published in Britain and Ireland by legal deposit, and purchases major legal publications including those of the United States, Commonwealth, European Union, and European countries as well as an extensive range of electronic legal resources. The Bodleian Libraries’ European Documentation Centre and the Official Papers section are also located in the Bodleian Law Library, and the Library is one of the two largest academic law libraries in the United Kingdom with over five hundred thousand items, primarily located on open-shelves, spread across four floors, with nearly 300 study spaces. The Library is a reference only library.

User education is a key service offered by the Library in conjunction with the Law Faculty, and includes the compulsory Legal Research and Mooting Skills Programme (LRMSP) for first year undergraduates and a range of training and consultancy services for postgraduate students. The Faculty of Law comprises some 180 academics, over 360 postgraduates, and around 720 undergraduates.

The Bodleian Law Library is a member of the FLARE Consortium (Foreign Law Research). Other members are the British Library, Institute of Advanced Legal Studies, SOAS and the Squire Law Library, Cambridge. The aim of FLARE is to collaborate over holdings of foreign legal materials.

The Bodleian Law Library currently has twenty-four posts, with staff members organised into two teams: Information Resources which comprises acquisitions and cataloguing; and Academic Services responsible for reader services. The Official Papers section comprises three members of staff.

For more information, please visit our web-site at [www.bodleian.ox.ac.uk/law](http://www.bodleian.ox.ac.uk/law) and [www.bodleian.ox.ac.uk/official\_papers](http://www.bodleian.ox.ac.uk/official_papers).

## Job description

### Overview of the role

The Bodleian Law Library is open until 10pm, Monday to Friday, during weeks 1 to 8 of the university term. The post-holder will be responsible for library services from 7pm to 10pm on Wednesdays, Thursdays and Fridays during this period.

The post-holder will supervise a range of essential services, supervise the work of a library assistant, and assist with the closing of the Law Library.

### Responsibilities/duties

**Service Delivery**

* + Supervisor in charge of the Law Library during the evening with responsibility for the security of the library.
  + Reading Room duties at the Enquiry Desk including issuing reserved books.
  + Assisting readers with use of the catalogue and dealing with legal database queries.
  + Supervising the prompt and efficient closing of the library.
  + Loose-leaf filing of legal materials.
  + Re-shelving of books and shelf tidying.

**Communication**

* + Dealing with a varied range of enquiries, including telephone enquiries. Referring enquiries to appropriate specialist staff as required.
  + Monitoring the library email account during the evenings.
  + Supervising the work of the Term Time Library Assistant, ensuring that they understand and adhere to established library workflows and service standards.
  + Assisting with initial and refresher training of term time evening staff.

**Liaison & Networking**

* + Maintaining library security with assistance from the St Cross Building Facilities Team.
  + In conjunction with the Porter on duty, overseeing the safe evacuation of staff and readers from the library in the event of a fire or other emergency.

**Problem solving**

* + Providing initial technical support for equipment problems. Familiarity with the use of a wide range of equipment, printing, scanning, photocopying, etc.

**Analysis & Research**

* + Taking and recording statistics as required.

**Other duties**

* Working on some Bank Holidays
* Participate in a regular Annual Review
* Undertake any necessary training identified
* Comply with health and safety regulations
* Comply with the policies and procedures set out in the Handbook for University Support Staff
* Any other duties that may be required from time to time commensurate with the grade of the job

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

## Selection criteria

**Essential**

* Ability to communicate effectively, confidently and courteously with readers and colleagues.
* Enjoyment in providing a service and a flexible attitude to work.
* Good general IT literacy including use of email, internet and general applications such as Microsoft Office.
* Ability to supervise staff and provide training.
* Ability to work effectively as part of a team.
* Ability to work under pressure, prioritise and adapt to changing demands.
* Ability to lift and carry books and journals.
* Ability to undertake a range of routine tasks with care and accuracy.
* Reliable and punctual.
* Numerate and literate.

**Desirable**

* Experience of using an integrated library management system.
* Experience of accessing and using academic e-resources, e.g. electronic databases, e-journals and e-books.
* Experience of working with legal materials or in a law library environment.

**Important information for candidates**

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity, references and New Starter Health Declaration. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.).

The University’s Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.).

**Hazard-specific / Safety-critical duties**

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

* Working at heights
* Regular manual handling

## Working at the University of Oxford

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\_the\_university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.).

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire.  Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/)

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be required to complete and upload a supporting statement which explains how you meet the selection criteria for the post.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

**Supporting Statement**

The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

**Please note that if you do not upload a completed supporting statement, we will be unable to consider your application for this role.**

The inclusion of the supporting statement is **a mandatory step** in the online application process. Please note that CVs will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

**Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.**

All applications must be received by **12:00 midday (GMT)** on the closing date stated in the online advertisement.

**References**

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘college tutor’). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered ‘live’. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

**Equality of Opportunity**

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

**Priority Applications**

From time to time the University has applications from current employees who are at risk of redundancy. Should an application form be received from one of these people, they will be given preferential treatment and will be considered prior to other applicants.

**Information for priority candidates**

*A priority candidate is a University of Oxford employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you:*

*- attach your redeployment letter to your application (or e-mail it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

*- explain in your supporting statement how you meet the selection criteria for the post.*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

Further help and support is available from

<http://www.ox.ac.uk/about_the_university/jobs/support/>

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

**Relocation**

At the moment, the Bodleian Libraries is not offering relocation expenses to this post

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