



Bodleian Libraries  
UNIVERSITY OF OXFORD



## Job description and selection criteria

<b>Job title</b>	Part-time Shelving Assistant – Variable Hours, Term-time only
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	History Faculty Library (HFL), Radcliffe Camera & Gladstone Link, Broad Street, Oxford OX1 3BG
<b>Grade and salary</b>	Grade 2: £17,682 - £19,612 per annum (pro-rata)
<b>Hours</b>	Variable hours. Anticipated working pattern will be approximately 7 to 10 hours per week during term-time (weeks 0-8) as required. Shifts may include afternoons (1-3pm) and/or mornings (9-11am) and particularly Thursday and Sunday afternoons and Wednesday mornings on an as required basis.
<b>Contract type</b>	Permanent
<b>Reporting to</b>	History Faculty Library Senior Library Assistant (Circulation)
<b>Vacancy reference</b>	144733
<b>Additional information</b>	<p>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.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
<b>Closing date</b>	12.00 midday (GMT) on Wednesday 22 January 2020



# 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.



*Radcliffe Camera in Radcliffe Square*

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 Humanities Libraries**

There are twelve libraries in the Humanities group. The Humanities Libraries are organised into four sections:

- Section 1
  - **Bodleian Library** reading rooms,
  - including the History Faculty Library in the Radcliffe Camera
  - **Vere Harmsworth Library**
  - Wellcome Unit for the History of Medicine Library
- Section 2:
  - **English Faculty Library**
  - **Music Faculty Library**
  - **Philosophy and Theology Faculties Library**
- Section 3
  - **Sackler Library**
  - including reader services operations of the **Oriental Institute Library**
  - **Taylor Institution Library**
- Section 4 – Oriental site libraries:
  - **Bodleian Japanese Library**
  - **Bodleian KB Chen China Centre Library**
  - **Leopold Muller Memorial Library**
  - Collections of the Oriental Institute Library

These libraries provide subject support, open-shelf collections and other services to support members of the Humanities Division, other members of the University and Bodleian Libraries cardholders. The Humanities Division is the most important centre for the study of Humanities in the world and has a world-class research output as well as a diverse and challenging teaching programme.

For more information on these libraries please visit:

<http://www.bodleian.ox.ac.uk/subjects-and-libraries/libraries/bodleian>

Or the LibGuide at: <http://libguides.bodleian.ox.ac.uk/home/subjects>

## **Radcliffe Camera and History Faculty Library Department**

Designed by James Gibbs and built in the mid-eighteenth century, the iconic Radcliffe Camera provides a range of library services to Bodleian readers, in particular to staff and students of the History Faculty.

The Upper Camera Reading Room holds the Bodleian teaching collection for History and English as well as its open shelf collection of Film Studies materials. It also holds the Undergraduate Set Text reference collection of the History Faculty Library (HFL) which is embedded in the building. The HFL lending collections are shelved in the Lower Camera Reading Room and Upper Gladstone Link.

The staff team in the Radcliffe Camera provide a full book delivery, lending and enquiry service to readers as well as subject-specialist services to staff and students of the History Faculty.

For more information please visit: <http://www.bodleian.ox.ac.uk/history> and <http://www.bodleian.ox.ac.uk/bodley/using-this-library/rooms>.

## **Job description**

### **Overview of the role**

Reporting to the HFL Senior Library Assistant (Reader Services), the post holder assists in the continued flow of books in the Radcliffe Camera and Gladstone Link. Shelving Assistants are required to re-sensitise returned books (where borrowed), sort them for re-shelving and finally place them back on the shelf.

The work is physical but also requires a good eye for detail and accuracy as well as the ability to work independently.

### **Responsibilities**

- Collect, sort and replace open shelf books/journals as required and tidy shelf sequences, participate in stack management projects and adhere to health and safety guidelines whilst using kick stools and shelving heavy and oversized books.
- Ensure books/material are returned in good order, carry out minor repairs and re-label as necessary, note any requirement for more complex repairs.
- Assist in the completion of projects such as stock taking, book moves and contributing to book binding and book repairs as appropriate.
- At all times endeavour to provide an excellent customer service. Ability to communicate effectively and want to help connect readers with the resources they need.
- Re-direct in-depth enquiries to relevant member(s) of staff.

## **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/Academic Related 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 selection criteria**

- Educated to GCSE or equivalent skills and experience
- Ability to communicate effectively, confidently and courteously with readers, colleagues and the public
- Awareness of the importance of good customer care and a commitment to providing excellent quality service
- Ability to undertake routine library tasks with care and accuracy and complete them in a timely manner
- Ability to lift, carry, move and re-shelve books and other library materials, using kick-stools, step-ladders, a mobile step platform and trolleys as required
- Ability to work independently
- Ability to prioritise and work under pressure
- Reliable, punctual

### **Desirable selection criteria**

- Previous experience of working in a library environment or customer facing environment.

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/).

## Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Regular manual handling - including re-shelving library material, lifting, moving and carrying books and journals, using a kick-stool and mobile step platform. The postholder will be required to access and handle books and other library materials, of various sizes and weights, in a safe and efficient manner.

## 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 in your supporting statement.**

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; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

### Information for priority candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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/](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

## Important information for candidates

### 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/).

## 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 69<sup>th</sup> 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/revisejdeira/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisejdeira/revaim/).

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

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.

## 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.

*Photographs: Copyright Bodleian Libraries, University of Oxford*

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk). There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).