



**BODLEIAN**  
LIBRARIES  
UNIVERSITY OF OXFORD



## Job description and selection criteria

<b>Job title</b>	Graduate Library Trainees (approximately 9 posts)
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	Various Libraries around Oxford
<b>Grade and salary</b>	Grade 2: £19,379 – £21,236 p.a.
<b>Hours</b>	Full-time (36.5 hours per week)
<b>Contract type</b>	Fixed-term for 1 year (September 2021 - end of August 2022)
<b>Reporting to</b>	Supervisors within the allocated Library
<b>Vacancy reference</b>	148820
<b>Additional information</b>	<p>You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role, in addition to your answer to the graduate trainee question (see the 'How to Apply' section for further details).</p> <p>Please submit ALL of these documents (<b>CV, Supporting Statement and answer to the graduate trainee question</b>) in order for your application to be considered. CVs (alone) will not be considered.</p> <p>We are operating a central recruitment exercise. Therefore, placements will be allocated based upon your skills.</p> <p>The Bodleian values diversity and is keen to encourage applications from all backgrounds and in particular, from those who are under-represented within the libraries sectors.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
<b>Right to work</b>	This role will not attract sufficient points to obtain a sponsored Tier 2 visa under the points based immigration system, however applications are welcome from candidates who do not currently have the right to work in the UK, but who would be eligible to obtain a visa via another route
<b>Closing date</b>	12.00 midday GMT/BST on Monday 22 February 2021



**MINDFUL  
EMPLOYER**



# 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.



*John Cairns, 2019 © Bodleian 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](https://digital.bodleian.ox.ac.uk) or by visiting the exhibition galleries in the Bodleian's Weston Library.

Our current strategy focuses on the following areas:

- **Library As Partner** – Working in partnership with researchers, academics and students to create and deliver content by providing education support and advancing open scholarship within the university.
- **Collections** – Opening up world-class collections to researchers, students and others across the globe by increasing access to digital and special collections and focussing on inclusive collection development.
- **Library Spaces and Infrastructure** – Enhancing physical and digital spaces to aid the rapidly changing needs of readers by creating new spaces for some of our libraries and making our current buildings more sustainable.



- **Access, Engagement and Outreach** – Increasing access to collections and promoting greater discovery and engagement by increasing opening hours and engaging with under-represented groups.
- **Libraries Workforce** – Developing our staff in 21<sup>st</sup> century library scholarship by increasing development opportunities for staff and by developing a more diverse workforce.
- **Finance** – Controlling costs and diversifying our sources of funding by focusing on operational efficiency and income generation.

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

## Library Graduate Trainee Placements

The Library Graduate Trainee scheme offers around 9 placements each year within the Bodleian Libraries. If you apply to the Bodleian Libraries Trainee Scheme, your application will be considered for all of the potential placements and our central selection panel will allocate you to the most appropriate interview panel based on your skills. The placements in the Taylor Institution Library will ideally have some knowledge of Western or Eastern European languages (particularly Russian and/or other Slavonic languages) - and in the Bodleian Law Library a knowledge of Western European languages is essential. Wherever you end up working as a trainee, you are guaranteed a solid grounding in core library activities and an excellent start to your career in the library and information profession. Please note that none of the posts on offer will involve work with Special Collections or Archives, but we may be able to offer some shadowing in Rare Books and Ephemera to trainees.



John Cairns, 2019 © Bodleian Libraries

The trainees play a central role in the day to day operation of the libraries and the jobs provide varied and exciting practical experience in the library and information profession. We have an established staff development programme for graduate trainees in which each appointee would be expected to participate fully. There are opportunities to attend other relevant staff development activities and IT skills training where appropriate and as discussed with your line manager. The trainee posts are open to graduates of any age who intend to undertake a postgraduate library/information course in order to pursue a career in Librarianship / Information Management. Time off is given for attending Professional library qualification interviews up to a limit of 2 days. Comprehensive training is provided and regular review meetings are held to track trainees' progress. There may be an opportunity for project work during the year; some recent examples are described on the current trainees' web pages: <http://blogs.bodleian.ox.ac.uk/oxfordtrainees/>

For more information about the Graduate Trainee Programme please visit: <https://www.bodleian.ox.ac.uk/get-involved/jobs/library-graduate-trainees>

## Job description

### Overview of the role

**Trainee placements are offered in a variety of different libraries and the actual duties will vary according to your placement; each trainee post is primarily based in a single library.** There will also be a training programme throughout the scheme for which your full participation is expected. The following job description covers a typical range of activities that will vary across roles and is not meant to be exhaustive. All posts will involve team working and an important element of this is the ability to keep others informed and up-to-date to enhance team effectiveness.

The placements will be in Libraries across the Bodleian Libraries, which may include:

- Bodleian Library Reader Services
- the English Faculty Library
- the Bodleian Law Library
- the History Faculty Library and Radcliffe Camera
- the Social Science Library
- the Sainsbury Library
- the Taylor Institution Library
- the Sackler Library

Usually trainees will be primarily based in one library, **but there may be a need for trainees to work shifts in other libraries**

### Duties

The role holder will gain experience through undertaking duties which may include:

## **Reader Services**

- Helping readers with their enquiries using a range of print and electronic references sources, e.g. locating specific materials and providing help in the use of online catalogues and databases such as SOLO
- Issuing and returning books using the automated library system
- Checking reading lists
- Supervising the self-service photocopying system
- Cash handling for fines, photocopying, inter-library loans and sales
- Assisting with user education sessions and scheduled tours of the library
- Shelving and re-shelving of books and undertaking book moves
- Processing books arriving from and returning to the Book Storage Facility at Swindon
- Periodically checking shelves for missing items
- Some photocopying or scanning for library document supply services and services for students with special needs; assisting in the preparation of course packs or materials to assist with information skills training.

## **Technical Services**

- Basic cataloguing and classifying
- Assisting with ordering, receipt and issue of inter-library loans
- Assisting with the accessioning of new acquisitions and the withdrawal of redundant book stock
- Serials receipt and registration and liaison with subscription agents
- Labelling, laminating and inserting security triggers for new book stock
- Carrying out minor repairs to assist with book repair and conservation.

## **Administrative Tasks**

- Updating online communications
- Producing publicity material and guides
- Additional tasks as required.

## **Other duties**

- Working on some Bank Holidays, Fixed-closed days and Weekends
- Participate in a regular Annual Review
- Undertake any necessary training identified for your role as well as the training programme provided for all trainees.
- 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 CRITERIA		CV	Covering letter	Interview	Test
<b>Language skills</b>	The placement in the Bodleian Law Library is reserved for trainees with some knowledge of Western European languages. A high level qualification is not required.	•		•	
<b>Education</b>	Educated to degree level or equivalent	•	•		
<b>Experience</b>	Customer facing experience of working in a library, bookshop or similar environment	•	•	•	
<b>Customer care skills</b>	Demonstrate an awareness of the importance of good customer care and quality of service		•	•	
	Diplomacy and discretion		•	•	
<b>IT Skills</b>	Good general IT skills, such as MS Office or other packages, email, the internet and social media	•	•	•	•
	Proficient in searching library catalogues and bibliographic databases	•	•	•	•
<b>Motivation and approach</b>	Genuine desire to develop skills in advance of taking a post graduate qualification in Librarianship/Information Management		•	•	
	Willing to learn, be flexible and accept a variety of tasks		•	•	
<b>Personal attributes</b>	Attention to detail and ability to work accurately	•	•	•	•
	Ability to multi-task and work under pressure		•	•	
	Demonstrate good organisational skills, with the ability to plan ahead to meet deadlines		•	•	
	Problem solving skills			•	
	Demonstrate enthusiasm and self-motivation		•	•	
	Ability to work effectively as part of a team.		•	•	
<b>Communication skills</b>	Express ideas effectively and convey information clearly and concisely		•	•	
	Communicate effectively and courteously with readers and colleagues		•	•	

DESIRABLE CRITERIA		CV	Covering letter	Interview	Test
<b>Language skills</b>	Knowledge of foreign languages. For the Taylor Institution library: some knowledge of Western or Eastern European languages (particularly Russian and/or other Slavonic languages). A high level qualification is not required.	•		•	

## Proof of right to work in the UK

This role will not attract sufficient points to obtain a sponsored Tier 2 visa under the points based immigration system, however applications are welcome from candidates who do not currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.

## 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: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## 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:

- Working at heights
- Regular manual handling

## How to apply

**Applications will not be considered from those who already have an undergraduate or postgraduate degree related to Librarianship and/or Information Management, or if you have already completed a Library Traineeship.**

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 <https://www.jobs.ox.ac.uk/how-to-apply>.

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.



## **Your application MUST include**

1. **A curriculum vitae (CV)**
2. **A Supporting Statement** outlining how you meet each of the selection criteria listed in the job description (no more than 2 sides of A4)
3. **A completed graduate trainee question document.** (no more than 100 words)

## **Graduate trainee question document**

Please download the template from the advert, answer for the following question and attach the document to your application:

Q: Why do you wish to pursue a career in librarianship? (Maximum of 100 words).

Your response to this question should be clear and concise and reflect your commitment to librarianship as a career.

Please note that it is important to stay within the word limit and responses of more than 100 words may not be considered.

## **Supporting Statement**

The supporting statement (of no more than 2 sides of A4) 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 it is important to stay within the word limit and Supporting Statement of more than 2 sides of A4 may not be considered.

**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 **(on their own)** 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.**

## **Short-listing**

The evidence you provide in your Supporting Statement and your responses to the graduate trainee question will be assessed against the selection criteria on pages 6 and 7 above. Applicants who best demonstrate that they meet the selection criteria will be short-listed for interview. Therefore, it is important that you read the selection criteria carefully, and then use your Supporting Statement to explain clearly, point by point, how you meet each of the selection criteria, with relevant examples.

Please remember that you are applying for a placement with the Bodleian Libraries and our central selection panel will allocate you to the most appropriate placement based upon your skills.

## **Interviews**

**If you are short-listed for interview, you will receive notification around week commencing 29 March 2021.**

**Interviews are anticipated to be held during week commencing 19 April 2021.** You will receive an email giving you details of your allocated date and time and of any tests that will be included as part of the interview. You will be given an individual tour of up to three Bodleian libraries.

If you are invited to an interview, you will be asked to let us know if you have any special requirements to help you attend (e.g. wheelchair access). The pre-interview tours will require candidates to travel between library sites, which are spread around Oxford. Some will involve up to a 10 minute walk. You should therefore contact us if you require help getting from library to library.

We plan to hold interviews online, however, depending on government advice regarding the pandemic, we may be able to hold the interviews in person. We will notify candidates for interview nearer the time of their interview.

All applications must be received by **12:00 midday (GMT/BST)** 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.

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 **OR** Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

## 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/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/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/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/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 <https://www.sport.ox.ac.uk/home>

### 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 <https://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 <https://hr.admin.ox.ac.uk/family-friendly-benefits>

### 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 <https://edu.admin.ox.ac.uk/disability-support>

### 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 <https://edu.admin.ox.ac.uk/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).