



Job description and selection criteria

Job title	Senior Library Assistant, Collections Management
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Cairns Library, John Radcliffe Hospital, Oxford OX3 9DU (Other Bodleian Health Care Library sites as required)
Grade and salary	Grade 4: £25,138 - £28,759 per annum
Hours	Full time (36.5 hours)
Contract type	Permanent
Reporting to	BHCL Collections Manager (Manager) Circulation and Desk Services Manager (supervisor for some areas stated in the Job Description)
Vacancy reference	169019
Additional information	You are required to submit a CV and a supporting evidence form (or supporting statement) with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).
Closing date	12.00 midday Monday 20 November 2023



Job description

Overview of the role

The post-holder will assist the Collections Manager in developing and managing the print and online library collections and related services. The post will provide first line help and advice in responses to Reader queries, working with the Circulation and Desk Services Manager in the delivery of helpdesk and circulation services, and as part of the Enquiry and Outreach Teams to provide paraprofessional help and advice.

The post holder will undertake library front line helpdesk duties as required across all BHCL sites (including evening duties). The post is primarily based at the Cairns Library at the John Radcliffe Hospital, but the post-holder will be expected to work at the Bodleian Health Care Library sites as required.

Responsibilities

Resource and Collections Management Support (75%)

- Assist with stock selection, ordering print and electronic materials.
- Assist with all aspects of reading lists: creating and updating reading lists on the online platform (ORLO), reviewing reading lists, checking and purchasing reading list titles.
- Receive, process, and service books and other media, checking invoices.
- Catalogue library materials on the Library Management System, to the standards set by the Bodleian Libraries, and maintenance of catalogue records as required.
- Classification of stock using the National Library of Medicine (NLM) and Library of Congress classification schemes. Add and check subject headings.
- Withdrawal of books and other media from stock for disposal and/or transfer to other sites. Deletion of bibliographic records and holdings from the catalogues.
- Update holdings information in local and national directories, databases and Webpages (e.g. BHCL websites, SWIMS catalogue, OpenAthens link resolver).
- Assist with trouble shooting of online access, including OpenAthens account administration and link resolver.
- Monitor and prepare document supply requests as appropriate, e.g. manage physical loans whilst onsite, check in on the Library Management System, return to the supplying library, and to occasionally provide subject/language support to the Central Bodleian Document Supply Team. Deal with reader enquiries in relation to document supply services.
- Supervise staff involved in document supply roles (currently one).
- Work collaboratively with Bodleian-wide Document Delivery Services in order to provide an effective and efficient interlibrary loans service. This includes familiarity with ILL policies and procedures.
- Provide procedural instructions to new members of staff on the above activities.

Outreach and Enquiry Support (25%)

- Locate and retrieve information in answers to Readers' enquiries and requests, carrying out basic information searches and reference checking - referring more specialist queries to the Outreach Team.
- Provide Readers with introduction and more in-depth support for the library catalogue, bibliographic databases and other online resources - referring to the Outreach Team for more specialist assistance
- Perform day-to-day Issue Desk functions including the issue, return, reserve and renewal of items, cash handling, and opening and closing library desks.
- As part of the Enquiry and Outreach team assist with group teaching and induction sessions, delivered online and in person
- Welcome visitors, register new readers and issue/process library cards, amend user details on the library management system.
- Respond to membership enquiries and other reader enquiries, including personal, telephone and email enquiries.
- Deal with IT problems reported by Readers, in accordance with guidance given.
- Support users in the use of software available on the library computers - referring users to an appropriate member of staff for more in-depth assistance.

Other duties

- Participate in a regular Annual Review.
- Working across all BHCL sites as required (including occasional evening duty cover).
- Undertake any necessary training identified and attend staff meetings.
- 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.

Bodleian Health Care Libraries

The Bodleian Health Care Libraries fall within the Science and Medicine group of libraries under the BHCL umbrella and are located at three sites in Headington: The John Radcliffe Hospital, The Old Road Campus Research Building and the Nuffield Orthopaedic Centre. We also have a library in Banbury at the Horton Hospital. BHCL currently has about 25 staff across the sites. The Libraries' main users are staff, clinical students from the University of Oxford, NHS staff in the Oxford University Hospitals NHS Foundation Trust and Healthcare students from Oxford Brookes University.

For more information please visit: <https://www.bodleian.ox.ac.uk/libraries/cairns-library>

Selection criteria

Essential selection criteria

- Experience of working in a library and working with collections: ordering print and electronic materials, cataloguing books to RDA standards and troubleshooting of online access
- Excellent interpersonal and communications skills.
- Ability to work independently and prioritise workload, and the ability to work as part of a team.
- GCSE level (or equivalent) qualifications, including English and Mathematics.
- Excellent customer service skills and front-line customer service experience, experience of handling cash and good numeracy skills.
- Excellent IT skills including MS Office applications, experience of working with databases and automated library management systems, such as Aleph and Alma, and familiarity with web-searching and Social Media.
- Willingness to learn new skills and to partake in continuing professional development.
- A methodical approach with the ability to work accurately paying close attention to detail.
- Skills in retrieving and evaluating information using a variety of sources, both printed and electronic.

Desirable selection criteria

- NVQ or higher-level qualification in library/information studies (or working towards).
- Experience of stock selection and using the national Library of Medicine (NLM) or Library of Congress classification schemes.
- Familiarity with the organisation of the NHS and experience of working within a health care library.
- Familiarity with the terms of both the academic and NHS copyright licences.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

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 or by visiting the exhibition galleries in the Bodleian's Weston Library.

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

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting evidence form/supporting statement. The supporting evidence form/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 evidence form/supporting statement and a CV, we will be unable to consider your application for this role.

All applications must be received by **midday** UK time 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 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 department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@bodleian.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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 <https://hr.admin.ox.ac.uk/staff-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 and <https://www.sport.ox.ac.uk/>.

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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 the Work+Family Space, 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/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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.