Job description and selection criteria

Job title	RSL Technology Manager
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Radcliffe Science Library, Parks Rd, Oxford OX1 3QP and other sites as required.
Grade and salary	Grade 6: £32,332 to £38,205 per annum (pro rata).
Hours	Part time (18.75 hours/50% FTE).
Contract type	Permanent
Reporting to	Subject Librarian - Physical and Applied Sciences
Vacancy reference	169286
Additional information	The postholder is expected to start in early 2024. 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 (see the 'How to Apply' section for further details). Please contact the recruitment team if you require the job description in an alternative format.
Closing date	12.00 midday GMT/BST Friday 1 December 2023

Job description

Overview of the role

Lead and deliver the RSL's 3D printing services. Assess, develop, and deliver innovative technology focused services for users and propose and implement ways to enhance technology support and services at the RSL.

Provide IT expertise to support the full range of library activities and work closely with RSL staff and colleagues based elsewhere to ensure the delivery of high-quality AV and IT support and services to RSL library staff and users.

Responsibilities

1. Manage, develop, market, and deliver the RSL's 3D printing and scanning service and provide training and demonstrations on its use.

2. Assess, develop, and deliver innovative services using technology for users and propose and implement ways to enhance technology support and services at the RSL.

3. Manage budgets, income and expenditure for the RSL 3D printing service and other services as required.

4. Act as first point of contact for, and resolve or ensure the resolution of, IT and AV problems for RSL readers and staff - liaising with IT Services, Reuben College, external contractors, and others as required.

5. Co-ordinate the installation, maintenance and troubleshooting of RSL computers, AV and other equipment, and software.

6. Liaise with a range of groups as appropriate in relation to the delivery of RSL library systems and services - e.g. University of Oxford IT Services, Reuben College IT Services, GLAM IT Services, and the Bodleian Digital Libraries Systems and Services (BDLSS).

7. Deliver technical and software training for RSL staff and users as required and provide IT advice and hands-on support for specific initiatives as required.

8. Advise on the purchase of new equipment and co-ordinate equipment bids to relevant bodies as required.

9. Maintain and update equipment inventories for the RSL and maintain records of any equipment modified and support provided.

10. Ensure that all IT or AV related policies, procedures and instructions are updated and readily available for all who need them.

11. Keep abreast of support-related and wider relevant technical developments.

12. Represent the RSL/Bodleian in appropriate working groups, committees and relevant networks.

Other duties

- Occasional evening, weekend, and some Bank Holiday working required. Time off in Lieu provided.

- 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

1. Relevant IT qualifications or equivalent experience.

2. Experience in an IT support environment.

3. Good interpersonal skills with an ability to communicate effectively in written and spoken English and experience of successful joint working with wide range of colleagues, users, and external stakeholders.

4. Knowledge of Windows based operating systems with the ability to diagnose software problems and an ability to diagnose and repair problems with common software packages such as Microsoft Office.

5. Basic understanding of IT hardware and AV equipment and the ability to support AV equipment and systems used for projection, lecture capture and streaming.

6. Self-motivated, quick learner, able to work alone and also to contribute as a team player.

7. Good record keeping abilities, with the ability to log details of problems and solutions.

8. Evidence of successful planning, problem-solving and decision-making and demonstrable ability to manage time effectively and to prioritise tasks.

9. An enthusiasm for the application and development of new services and technologies.

10. Ability and willingness to enhance existing skills and partake in continuing professional development.

Desirable selection criteria

1. Experience with 3D printers and scanners

2. Experience of working in an academic IT support environment or similar.

3. Experience or practical knowledge of configuring and resolving problems with the Mac operating systems and applications.

4. Experience of planning and delivering teaching or training.

5. Available to work at least one full date per week.

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/

The Radcliffe Science Library

The Radcliffe Science Library is the main science library for the University of Oxford open to all members of the University and all other members of the Bodleian. The RSL provides a wide range of services to support the teaching and learning needs of the science community at Oxford University.

As part of the Bodleian Library the RSL receives a copy of all British scientific and medical publications on legal deposit including books, journals and popular works. In addition, a large number of works are purchased. The RSL is reference and lending library with the most heavily used materials available on open access in the reading rooms. Books and journals in remote store can be requested ahead of a visit to the Library by ordering online through the SOLO catalogue.

The newly refurbished RSL provides significantly enhanced facilities to the scientific community across the University including enhanced and more comfortable private study spaces, IT facilities, group study rooms, training facilities and a large lending and reference collection.

For more information please visit:
https://www.bodleian.ox.ac.uk/libraries/rsl

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 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 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.