



## Job description and selection criteria

<b>Job title</b>	Senior Electronic Resource Assistant
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	Osney One Building, Osney Mead, Oxford, OX2 0EW
<b>Grade and salary</b>	Grade 5: £28,759-33,966 per annum, pro-rata
<b>Hours</b>	Part time (21.9 hours/0.6% FTE)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	EResources Metadata and Acquisitions Manager
<b>Vacancy reference</b>	171939
<b>Additional information</b>	<p>You are required to submit a <b>CV and a Supporting Evidence Form (or Supporting Statement)</b> with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</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 Wednesday 3 <sup>rd</sup> April 2024



## **Job description**

### **Overview of the role**

You will regularly provide advice on queries on invoice processing and payments to colleagues within the Bodleian Libraries.

You will have regular contact with the Bodleian Accounts Department, Central Finance (Payments/Purchasing) to answer queries related to Oracle Financials and ILS / Alma export.

You will be responsible for writing and documenting of local procedures and practices for manuals and guidelines, and updating of these manuals as necessary.

Contribute towards the development of departmental financial procedures

You will also Liaise with Electronic Resources (ER) and Open Access staff with regards to invoices, payments and read and publish deals

Assisting the departmental administrator with tasks and covering in their absence

Maintain good working relationships with key suppliers, Bodleian Accounts and the University's Central Finance teams to be proactive in resolving issues in particular with respect to issues over invoice payments and queries.

Liaison with BDLSS staff on matters relating to the ILS / Oracle Interface in post holder's absence

### **Responsibilities**

- Creation of all Electronic Resources (ER) requisitions on Oracle Financials and resolve anomalies; including for so-called 'big deals' (value above £75k).
- Creating requisitions on Oracle Financials for centrally-paid subscription invoices within C&RD, and resolve anomalies in post holder's absence.
- Sending completed invoices to Accounts.
- Weekly running of Oracle General Ledger report and sharing with colleagues.
- Updating the ER spreadsheet with details of new titles, publisher details, requisitions, purchase order numbers, Cost Centres and Alma codes and actual costs of invoices.
- Identifying errors and omissions within the General Ledger (GL) with and resolving issues with colleagues in C&RD and Bodleian Accounts as appropriate.
- Identifying issues and anomalies with VAT from the GL reports and working with colleagues to resolve. Monthly reporting and sending of VAT error reports to VAT Enquires (Central Finance).
- Yearly extracting the budget data from Oracle for PRAC budgets
- Completion of journal upload forms and sending to Bodleian Accounts, such as for Cost Centre corrections and recharges via internal trade
- Completion of invoice request forms and sending to Bodleian Accounts, such as outsourced cataloguing charges and college ebook contributions.

- Requesting the setting-up of new suppliers on Oracle for Electronic resources. Liaison with suppliers, Central Finance (Payments/Purchasing) and Accounts to achieve this. Also for all Acquisitions suppliers in post holder's absence.
- Adding and amending Oracle supplier mappings on the ILS for Electronic Resources material and for all Acquisitions teams in post holder's absence
- Reconciliation of the section credit card with the monthly credit-card statement on behalf of Head of Collections Management in post holder's absence
- Updating Budget Holder and Cost Centre data on intranet in colleague's absence
- Other budgetary reports and finance queries as requested by Head of Collections Management.
- Responsible for running, collating and distributing financial Alma budget reports on a weekly/monthly basis in colleague's absence
- Distributing financial reports to relevant library staff on a monthly basis.

#### **Other duties**

- 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.

## **Collections Management Department**

Collections Management Department Collections Management has over 110 staff based in Oxford and Swindon. Collections Management generally is responsible for collection policy and management, licensing, and negotiation/contact with suppliers and for the management, monitoring and reporting of the Library Materials Budget.

The department includes:

Open Access Collections, which provides digital and open access facilitation via its services. It supports and manages the following services: ORA (Oxford University Research Archive), ORA-Data and Open Access publication payments (Article processing charges [APCs]).

Collections and Resource Description (C&RD) includes Acquisitions, Electronic Resources, Cataloguing and Resource Description and Legal Deposit Operations.

The Collections Storage Facility (CSF) in Swindon, which is a specialised high-density store that holds lower-usage items from the Libraries' collections and provides access to them by

delivering items to the Libraries. There are currently over 10.6 million items in the CSF. These collections include books, maps, manuscripts, microfilms, periodicals and newspapers primarily from the 18th century onwards and currently number over 10.6 million items.

Packaging and Delivery Services (PADS) is a comprehensive box making service, principally serving the Bodleian Libraries but also making its services available to the UK library, archive, and museum community as well as private individuals.

The Book Moves team co-ordinates all book moving activities ranging from small transfers to the Collections Storage Facility in Swindon to large-scale projects.

## **Selection criteria**

### **Essential selection criteria**

- A high level of literacy.
- Good IT skills including the Microsoft Office suite.
- A good understanding of spreadsheets for data entry, especially Excel.
- A good understanding of financial/accounting processes and exceptional numeracy skills.
- A calm and methodical approach to work.
- Meticulous attention to detail, even when working under pressure.
- The ability to work to and meet tight deadlines, especially at the end-of-financial year.
- Excellent telephone manner and communication skills, written and verbal; in particular, the ability to liaise effectively with other staff within the University of Oxford.
- The ability to work effectively as part of a larger acquisitions team and in response to a range of enquirers.
- The ability to work on one's own and ability to use own initiative.
- A flexible and constructive approach and a willingness to take on additional tasks as required.

### **Desirable selection criteria**

- Previous library experience.
- Experience of working with Oracle Financials databases. However, full training in all aspects of the work will be given.
- Familiarity with the current ILS (Alma). However, full training in all aspects of the work will be given.
- Web-editing skills. However, full training in all aspects of the work will be given.

## 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](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: <https://www.glam.ox.ac.uk/home>

## 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/>

## 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.

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## 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).

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## 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](mailto:recruitment@bodleian.ox.ac.uk)

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