



Job description and selection criteria

Job title	Subject Librarian (Chinese and Korean Studies)
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	KB Chen China Centre Library, Dickson Poon Building, Canterbury Road, OX2 6LU Bodleian Japanese Library, Nissan Institute Building, 27 Winchester Road, Oxford OX2 6NA Other Bodleian Humanities Libraries as required (in emergencies)
Grade and salary	Grade 7: £38,674 - £46,913 per annum
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Head of East Asia Section
Vacancy reference	176910
Additional information	<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 (see the 'How to Apply' section for further details).</p> <p>We are committed to ensuring that our recruitment processes are inclusive and accessible to all applicants. If you require the job description or any other application materials in an alternative format, or if you would like to request any adjustments to support you with any part of the application process, please contact the recruitment team at recruitment@glam.ox.ac.uk.</p> <p>Further information about the accessibility of our buildings and facilities can be found in the https://www.accessguide.ox.ac.uk/.</p>
Closing date	12.00 midday BST Monday 16 June 2025

Job description

Overview of the role

The post-holder will support the research and teaching/learning needs of staff and students of Chinese and Korean and others studying or carrying out research in the subjects through:

- Liaison with the academic community
- Managing and developing collections for the designated subject area
- Being the principal contact in the designated subject area
- Line management responsibilities
- Site management responsibilities

The post-holder works constructively and flexibly in several teams, principally in the East Asia Team; the Asian and Middle Eastern Collections Team, as well as with subject specialists and other staff in various Bodleian Libraries, including the relevant technical services supervisor(s) and reader services supervisor(s), also the Open Scholarship, Public Engagement and Communications teams.

Responsibilities

- 1) Liaise and communicate, informally as well as formally via Committees for Library Provision & Strategy and other faculty committees, with academics, researchers and students of relevant Faculties and Departments.
- 2) Provide an efficient and effective library and information service for Chinese and Korean studies and to all users of the KB Chen China Centre Library, in person and remotely, taking full account of user needs, budgetary considerations and Bodleian Libraries strategic priorities.
- 3) Maintain an informed commitment to the support of university teaching, research and scholarship, and the skills and knowledge required to successfully navigate relevant subject areas at an advanced level.
- 4) Develop, maintain and implement collection development policies within the relevant subject areas in line with overarching Bodleian Libraries' collection policies and, working within a budget, select and/or purchase library materials in line with these policies.
- 5) Effectively advocate for online educational resources, including reading lists, and negotiate successfully with Departments to ensure that students have all the resources necessary for their courses at the time that they need them.
- 6) Signpost and interpret Oxford's rich digital, print and manuscript resources to students, researchers and the public - e.g. through development and upkeep of online guides, live chat, answering enquiries.
- 7) Be a powerful advocate for research and information skills - supporting student learning, supporting graduate students to become independent researchers, and supporting existing researchers to continue to develop their ability to navigate the changing information landscape. Includes the provision of group and one-to-one training and induction sessions.
- 8) Provide a coordinating role across the Bodleian Chinese and Korean studies area in the delivery of training and inductions; public engagement; data management and visualisation; scholarly communications; new technologies.

- 9) Explain the significance of your collections in a way that captures the imagination of non-specialists and help members of the Oxford's academic community in Public Engagement with Research, e.g. through exhibitions and participating in activities with the public.
- 10) Oversee the day-to-day management of the KB Chen Chinese Studies Library; line management of staff and ensuring compliance with a range of administrative policies and procedures concerning personnel, finance, health and safety and estates matters.
- 11) Develop and maintain constructive professional relationships with colleagues in all areas of the library and the wider academic community including relevant staff at the University of Oxford China Centre and St Hugh's College and conduct negotiations in a mutually respectful manner. Participate in external professional networks as appropriate to the role.
- 12) Make a positive contribution to the broader objectives of the Bodleian Libraries and the wider University - including Chairing and/or contributing to committees and working groups, (e.g. subject committees, recruitment panels).

Other duties

- Participation in the weekday and weekend staffing rotas of the East Asian libraries; emergency cover in other Humanities libraries
- 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 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.

East Asia Section

The East Asia Section of the Bodleian Libraries consists of the Chinese, Japanese and Korean Studies Librarians and the support staff at Bodleian KB Chen China Centre Library and Bodleian Japanese Library. It is part of the Asian and Middle Eastern Collections and embedded within the Bodleian Humanities Libraries and Bodleian Library Special Collections.

KB Chen China Centre Library

Bodleian KB Chen China Centre Library primarily serves the needs of students, staff and visitors studying all aspects of China in Oxford. It offers over 70 reader seats in its state-of-the-art library building in the University of Oxford China Centre and holds a collection of over 50,000 volumes of books in Chinese, English and other languages on its open access shelves. Further information about the Library and Bodleian Library's Chinese collection can be found at: <https://www.bodleian.ox.ac.uk/libraries/china>

Bodleian Japanese Library

The Bodleian Japanese Library (BJL) houses the University's principal collections relating to Japan. BJL is a library space embedded within the Nissan Institute of Japanese Studies, with seating for more than 45 users. Further information about BJL and its research collection can be found at: <https://www.bodleian.ox.ac.uk/libraries/japanese-library>

Selection criteria

Essential selection criteria

- 1) A degree in a relevant discipline.
- 2) Practical experience of library work or other information support at a relevant level within an academic (or similar) environment.
- 3) Excellent knowledge of the Chinese language (written and spoken) and literature, ability to read classical Chinese and a working knowledge of Korean.
- 4) Significant experience of print and electronic resources for the academic study of Chinese, with genuine enthusiasm for the discipline.
- 5) Ability to communicate effectively in written and spoken English to a wide range of staff, users, external stakeholders, and general audiences.
- 6) Experience of building effective working relationships and working collaboratively with colleagues and stakeholders.
- 7) Evidence of successful planning, problem-solving and decision-making.
- 8) An in-depth understanding of researcher and student information needs, and of the activities, discourse, approaches and scholarly communication patterns in the relevant academic disciplines.
- 9) Excellent IT/digital skills, with proven proficiency in office applications, social media, electronic publication platforms and knowledge of relevant digital standards.
- 10) Proficiency in relevant subject databases and other pertinent research tools.

Desirable selection criteria

- 1) Experience of selecting library materials and resources in a relevant subject area.
- 2) Management experience.
- 3) Experience of managing a budget.
- 4) Experience of planning and delivering teaching or training.
- 5) An enthusiasm for engaging with the wider public in support of library collections and in support of Public Engagement with Research.
- 6) A professional library qualification.

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>

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, 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
- Travel outside of Europe or North America on University Business

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: <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 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 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@glam.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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Spectrum.Life, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/spectrum.life>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>