



Harris Manchester College

Senior Library Assistant

Further Particulars

Job Title:	Senior Library Assistant
Hours:	0.5 FTE (18.75 hours per week)
Grade/Salary:	Grade 4 - £22,847-£26,341 (pro-rata £11,424-£13,171)
Contract type:	Fixed term contract (2 years initially): 6 month probation period
Responsible to:	Fellow Librarian
Responsible for:	N/A

Harris Manchester College

Harris Manchester College is a college of the University of Oxford. It was founded as a Dissenting Academy in 1786 to provide higher education to Nonconformists when they were excluded from Oxford and Cambridge due to religious tests. It came to Oxford in 1889 and became a full college of the University in 1996. It has a friendly and welcoming atmosphere, an inclusive ethos, and strives for excellence in its academic teaching, learning, and research.

The College admits only mature students over the age of 21 which makes it unique within the University. It has a total student body of approximately 250 undergraduates and postgraduates, who study subjects from across the Humanities, Social Sciences, Engineering and Medical Sciences. There are around 30 Fellows who comprise the Governing Body of the College. In addition there are further teaching and research staff, and support staff in a variety of professional, administrative, and domestic roles. Like all colleges of the University, it is a self-governing institution. For further information please visit the college website at <http://www.hmc.ox.ac.uk>.

Overview of the Position

Working directly with the Fellow Librarian, the successful candidate will join a small friendly team that prides itself on delivering high quality, student friendly Library services. The postholder will be involved in a broad range of library activities enabling them to build up their experience of working within an academic library environment.

We are looking for an enthusiastic and proactive individual who has excellent communication and customer service skills and is comfortable working with a range of readers. The successful applicant should be helpful, approachable and a self-starter, willing to contribute new ideas. The applicant should be confident in using a range of technologies, including various platforms to manage day-to-day library operations and comfortable with using and navigating electronic resources. Being able to work as part of a small team is essential as is the ability to work unsupervised. Experience of working in an academic library would be valuable, as would an ambition to develop your career in librarianship.

Key Responsibilities

- Provide support for staff, students and visitors in their use of the Library and its resources, in person, by email and by telephone.
- Manage the day-to-day activities related to the circulation (lending) of material, e.g. return and processing of books, shelving items, stock-checking, troubleshooting overdue and lost items.
- Update readers' records and register visitors, providing an introduction to the Library for new users if needed.
- Support and contribute to the development of induction and other training activities, using technology if appropriate.
- Support and contribute to the Library's promotional activities, e.g. social media accounts, webpages, exhibitions and printed material / posters.
- Order books and other equipment using various vendors, and record orders using the automated Library Management System (Aleph).
- Support the cataloguing and processing of new and donated books to the Library, classifying and cataloguing them to agreed standards, and coding items to the correct budget.
- Check reading lists and other bibliographies against holdings for purchases, and creating online reading lists when needed.
- Generate and update statistical information using spreadsheets and the Library Management system.

Other Duties

- Support and contribute to Library projects as directed by the Librarian.
- Participate in professional development activities to keep skills up-to-date

- Any other tasks that are needed to ensure that Library Services are efficient and effective, within the scope of the grade of the post.

Person Specification

Essential	Desirable
Qualifications:	
Honours degree or equivalent	
Experience and knowledge:	
Experience of working on routine tasks to a high standard of accuracy	Experience of working in an academic library
Experience of working within a small team, as well as independently	Experience of working with an automated Library Management System (e.g. Aleph)
Excellent IT skills, with a good working knowledge of Microsoft Office and the proven ability to pick up new programmes / platforms quickly	Experience of using social media in a work setting
Experience of working in a customer-facing role and an enthusiasm for excellent standards of service	Interest in developing a career in librarianship
An understanding of the role of libraries in an academic community	
Skills:	
Excellent written and spoken communication skills	
Flexible and proactive approach to work	
Good organisational skills with the ability to prioritise tasks	
An enthusiastic attitude and positive approach to problem solving	

Appointment Procedure

To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees, which may be taken up after interview.

The above should be submitted by email to Kate Wilson (kate.wilson@hmc.ox.ac.uk) by the application deadline of 10th October 2022.

Benefits and conditions

1. Salary in the range of £22,847-£26,341 (pro-rata 0.5 FTE £11,424-£13,171) Grade 4.
2. Working hours are 18.75 hours per week, with standard hours being worked Monday to Friday. The post-holder will need to have a flexible approach to working hours during busy periods and occasional weekend working may be required for which time off in lieu will be granted.
3. Free meals when on duty, and when the kitchen is open.
4. Pension: You will have the option of joining a contributory staff pension scheme (TPT Retirement Solutions).
5. Annual leave: 15 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term.

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 College's data protection policy here [harris-manchester-college-policy-data-protectionpdf \(ox.ac.uk\)](https://www.harris-manchester-college-policy-data-protectionpdf(ox.ac.uk)).

Equal Opportunity

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK