QUEEN'S UNIVERSITY BELFAST

Candidate Information

Position: Senior Library Assistant
School/Department: Information Services
Reference: 18/106774
Closing Date: Monday 24 September 2018
Salary: £20,836 - £23,334 per annum (potential to progress to £24,771 per annum through sustained exceptional contribution)
Anticipated Interview Date: Friday 19 October 2018

JOB PURPOSE:

To be responsible to the Head of Special Collections & Archives, for the performance of a range of duties associated with the service to those consulting Special Collections & Archives, both in person and online.

MAJOR DUTIES:

1. Overseeing the work of the Special Collections & Archives service point.
2. Providing advice and guidance to readers and contributing to the maintenance of an appropriate study environment in the McClay Library.
3. Supervising and training Student Assistants.
4. Assisting in the maintenance and development of the collections (in physical and digital formats).
5. Maintaining statistics relating to Special Collections.
6. Monitoring the effectiveness of Special Collections and submitting proposals for service enhancement.
7. Participating in and supporting projects associated with Special Collections & Archives.
8. Delivering high quality customer service in support of the education and research activities of the University.
9. Shelving library material and shelf-tidying; and
10. Such other duties as may be required and which fall within the general ambit of the post.

Planning and Organising:

1. Must be able and willing to act on own initiative under the general guidance of a more senior member of staff.
2. Must ensure staff resources are available to meet service requirements.
3. Maintaining statistics relating to Special Collections.

Resource Management Responsibilities:

1. Supervising the service point at Special Collections & Archives.
2. Supervising and training Library Assistants and Student Assistants.

Internal and External Relationships:

1. Daily contact with Supervisor, work colleagues, University staff and students, and all other eligible Library users.

ESSENTIAL CRITERIA:

1. 5 GCSEs (Grade C or above) or equivalent including English language and Mathematics.
2. A minimum of 3 years experience of working in a library.
3. Experience of working with a computerised library management system.
4. Experience of working in an archive or Special Collections.
5. Good communication skills.
6. Must be able to speak clearly and grammatically.
7. Must demonstrate the ability to write clearly and grammatically.
8. Must realise the importance of accuracy.

9.   Must be able and willing to act on own initiative under the general guidance of a more senior member of staff.

10.   Must have the ability to work as part of a team, understanding the impact your work has on others.

11.   Must be able to work quickly and accurately under pressure.

12.   Must be able to relate well to library users with politeness and courtesy.

13.   Must demonstrate the aptitude for staff supervision.

14.   Must be able to demonstrate a genuine interest in library work and in assisting users.

15.   Must be prepared to undertake evening and weekend duty.

16.   The Library consists of a number of different branches across various sites and candidates must be willing to work in any part of the Library system.

17.   All Senior Library Assistant posts require some element of manual work – e.g. shelving, shelf-tidying.

DESIRABLE CRITERIA:

1.   'A' levels

2.   A qualification in Library Studies/work (e.g. City & Guilds, Diploma or Degree)

3.   A qualification in computing (at least ECDL)

4.   Experience of a range of library functions/services i.e. experience of working in at least 2 of the following areas:
   • An Issue Desk
   • An Enquiry Desk
   • Inter-Library Loans
   • Periodicals
   • Acquisitions
   • Cataloguing

5.   Operational experience of the Sierra Library Management System

6.   Previous experience of staff supervision

7.   Experience in an academic library

8.   Some appreciation of the work of researchers and academics