JOB TITLE: SENIOR LIBRARY & INFORMATION ASSISTANT (PART TIME/JOB SHARE)

REPORTS TO: INFORMATION & LIBRARY SERVICES MANAGER

Background

The Information & Library Services (I&LS) team offers a cutting-edge service to members of Cambridge Judge Business School and the wider University of Cambridge community. The I&LS team maintains and supports an extensive range of electronic resources accounting for over 80 per cent of the annual budget (350k per annum) which are heavily used by faculty, researchers, support staff and students alike. As well as traditional library lending services, the team engages in regular classroom teaching and student project support to meet the demanding needs of high-fee-paying users, as well as a whole raft of other innovative services.

The I&LS team includes three information assistants who have a grounding in traditional library processes, but must also embrace technological advances in librarianship that are particularly evident and fast moving in the field of business information. They are required to be very customer-focused, work flexibly and with initiative, be responsive to user needs and build knowledge over time of what is a very complex suite of services.

The role

The role holder is one of three front-line staff members who divide their time between answering user enquiries (in the Information Centre, by email, phone or instant chat); maintaining our printed and electronic collections; contributing to user education initiatives/training sessions; the creation of publicity materials and involvement in activities to promote the service; developing expertise in the use of our wide range of business databases and business information in general.

All information and library assistants are required to engage in project work. Recent examples include: writing content for a new website; creating School-wide staff surveys; creating a YouTube channel; investigating and adopting social media applications; database benchmarking; ordering and processing a new DVD collection.

MAIN RESPONSIBILITIES

Customer service activities

- Answering user enquiries received by email, instant chat, phone, and in person (individually or as a group) from members of the business school and the wider University community. These can be complex financial, market or bibliographic enquiries or more simple directional enquiries.
- Staffing the main Information Centre desk.
- Instructing users how to interrogate our databases through ad hoc advice and training sessions.
- Troubleshooting IT/facilities problems in the Information Centre.
- Creating, updating and annotating reading lists for students, staff and faculty includes extensive liaison with faculty and support staff to set deadlines for, source, clarify and approve lists.
- Operation of a (printed and electronic) interlibrary loan/document delivery service.
• Ad hoc tours of the Information Centre for visitors/new staff.
• Operation of Voyager library automated system, circulation administration and support.
• Opening and closing routines.

Collection maintenance and development
• Ordering printed and electronic book titles for stock.
• Cataloguing and classification of new material: books, projects, reports and DVDs.
• Maintaining databases: administration and authentication.
• Journals administration, including: receipt, renewal, claims, binding.
• Processing of stock for shelves.
• Weeding of book and journal stock.
• Selling of weeded book stock via Amazon Marketplace and resultant processing of orders and payments.
  Liaising with book charity for unwanted stock.
• Maintaining book and journal collections including specific Careers, Short Loan, DVD, Market Research collections.
• Collating statistics for annual report, SCONUL, University.
• Operating Voyager Acquisitions module.
• Shelving duties.
• Other collection administration.

Promotional work
• Contributing to the service’s electronic home: the Information and Library blog (blogposts/updates).
• Updating of social media channels: Facebook group and institutional twitter account, YouTube channel, Pinterest.
• Creating eye-catching publicity slides for plasma screens.
• Compiling monthly professional literature bulletin.
• Compiling monthly new media bulletin.
• Investigation and adoption of social media channels.
• Creating and promoting video tutorials/student testimonial videos.
• Updating Information Centre noticeboards, signage and guides.

Teaching and training support
• Provision of Qualtrics support to all School members (training sessions, one-to-ones).
• Involvement in annual student inductions.
• Attendee assistance in other teaching and training sessions.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.
• A good general education, at least to A level standard.
• Regular web user.
• User of social media channels including blogging, twitter, Facebook.
• Business information knowledge - valuable but not essential.
• Good IT skills and knowledge of standard Microsoft Office applications.
• Knowledge of Photoshop and image manipulation preferable.
• Customer service-focused attitude.
• Previous experience of working in a library or similar environment.
• Good team player.
• Ability to perform routine tasks accurately.
• Ability to work under own initiative.
• Ability to multitask in a busy environment.
• Ability to work flexibly.
• Good interpersonal/verbal skills.
• Good written communication skills.

Benefits

This is a part-time job share position working 15 hours per week (36.5 full time equivalent) and all shifts ideally would be in the afternoon. Holiday entitlement is 28 days per annum (pro rata) plus eight days of public holidays (pro rata). There will be a six-month probationary period. The salary will be in the range £22,214-£25,728 per annum (pro rata).

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.
The closing date for applications is 4 February 2018.
Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.