



1. Advert

Post Title: Library Assistant

Division: Library

Hours: 18.25 hours per week (0.5 FTE), working Wednesday afternoons and all-day Thursday and Friday, within core hours of 8.00 a.m. to 6.00 p.m.

Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21512

Salary: starting at £23,144 to £24,248 per annum, pro rata if part time.

Placed on: 18 September 2023.

Closing date: 03 October 2023. Applications must be received by midnight of the closing date.

Expected interview date: 16th October 2023

Expected start date: as soon as possible

About the role

The successful candidate will be based in the Content Delivery section of the library, which deals with reading lists, the acquisition, processing and discovery of printed, electronic and audio-visual material and has responsibility for the provision of digitised course material as well as the Interlibrary Requests service. The successful candidate will have a key role in the delivery of the Interlibrary Request service, checking new requests, processing incoming loans and article requests and dealing with queries from users and other libraries, as well as providing support for other tasks across the Content Delivery team, such as the processing of print journal issues.

The post holder will also be involved in general Library duties, including dealing with queries from students at the Library Support Desk as well as online and the shelving of returned books. Occasional evening and weekend duties may be required.

About you

Applicants must have exceptional attention to detail, excellent oral and written communication skills, and the ability to prioritise tasks, work independently and take initiative as appropriate. The work involves the use of online resources so good all round IT skills are essential.

About our Division

Founded in 1961, the University Library is an important research facility in the UK with exceptional services and internationally significant collections. Today the Library is far more than a building and a collection of printed materials. It plays a central role in the creation, publication, application and preservation of knowledge and research at our thriving University. As a crucial partner in the University's learning and research agendas, the Library constantly seeks ways to be as closely connected as possible to the changing nature of the work of Schools to contribute fully to the enrichment of the lives of their students and the advancement of their research

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme 12% total Pension Scheme(grades 1-6) 31.4% total (grades 7-10).
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave through our Scheme for a great home and work life balance.
- Discounts of public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing.

Please contact Lucy Oakley l.oakley@sussex.ac.uk, or Josh Jenkin j.jenkin@sussex.ac.uk for informal enquiries

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. Job Description and Person Specification

Job Description for the post of: Library Assistant

Division: Library

Department: Content Delivery

Location: The Library

Grade: 3

Responsible to: Content Delivery and Access Librarian

Responsible for: n/a

Key Contacts: Subscribed Resources and Interlibrary Requests Supervisor

Role Description

To serve as an initial point of contact and link between students, staff members, internal departments, and external contacts. To assist colleagues in the provision of clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly.

PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors.
2. Take responsibility for specific projects or areas of work within clear parameters
3. Support the successful delivery of Library services and processes.

KEY RESPONSIBILITIES

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors.
 - 1.1. Provide a first point of contact ensuring an efficient service and customer-oriented environment.
 - 1.2. Deal with queries including in-person and online, recognising and referring more complex enquiries as appropriate.
 - 1.3. Give advice and guidance to users on Library resources, both print and digital
 - 1.4. Provide technical and system support to staff and users as appropriate.
2. Take responsibility for specific projects or area of work, within clear parameters.
 - 2.1. Assisting with the provision of print and digital resources for students and staff.
 - 2.2. Maintaining databases and digital records, including data entry and record checking.
 - 2.3. Using Library systems and specialist software to facilitate access to Library facilities, collections and services.
 - 2.4. Assisting with ensuring accessibility of the library's resources and communications.
 - 2.5. Contributing to the promotion of the library's services and collections.
 - 2.6. Contributing to the general maintenance of the library and its collections.
 - 2.7. Assist with general clerical duties, including filing.
3. Support the successful delivery of Library services and processes.
 - 3.1. Act as a representative of the library and project a positive image to users
 - 3.2. Assist with manual handling of equipment and Library materials.
 - 3.3. Supporting/guiding/overseeing, students, volunteers at times throughout the year as required
 - 3.4. Participate in the induction and training of other staff and new library users as appropriate.
 - 3.5. Participate in Library and department rotas to ensure cover as required.
 - 3.6. Partake in fire evacuation & fire warden procedures.
 - 3.7. Participating in weekend and evening rotas.

3.8. Promoting a positive health and safety culture throughout the library.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information.
4. Ability to work flexibly within a small team.
5. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Applicants must have exceptional attention to detail, excellent oral and written communication skills, and the ability to prioritise tasks, work independently and take initiative as appropriate. The work involves the use of online resources so good all round IT skills are essential.

DESIRABLE CRITERIA

1. One years' experience in a similar role.
2. One years' experience working in a university or similar environment.

