



**University of
East London**

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JOB DESCRIPTION

Job Title: Assistant Librarian (25 hours per week)

Grade: D

School/Service: Library, Archives and Learning Services

Campus: Stratford

Responsible to: Stratford Campus Library Manager

Responsible for: Supervision of junior staff (e.g., Library Assistants, Apprentice, etc.)

Liaison with: Staff and Students within the University, external colleagues and library users

JOB PURPOSE

To support work carried out to enhance the experience of our diverse student population in Library, Archives and Learning Services, including supervising and co-ordinating the work of Library and IT Support Assistants, collecting and collating information to report on the student experience and student feedback, and producing marketing and promotional materials using a variety of media. The post holder will also contribute to a range of customer services including enquiry and issue desk services as well as working with other Assistant Librarians in providing more general administrative and supervisory support to Library, Archives and Learning Services.

REPORTING TO: Stratford Campus Library Manager

MAIN DUTIES AND RESPONSIBILITIES

1. To co-ordinate the work of Library and IT Assistants undertaking processes for responsibilities including acquisitions, Inter-Library Loans, reading lists and the Digital Content Store.
2. To contribute to the enquiry desk rota, advising and assisting users in locating information and learning materials using both print and electronic resources, dealing with the issue and return of library materials, and answering basic library, printing and IT enquiries.
3. To take responsibility for the Library at designated times, including supervision of staff.
4. To collect and collate information on the student experience and student feedback using qualitative and quantitative methods, and other statistics as appropriate in all available ways, including through email, online and via social media.
5. To produce marketing and promotion content, including leaflets, posters, plasma screen slides and any other media
6. To assist the Head of User Experience and Engagement and Campus Library Managers in developing new initiatives and projects that enhance the student experience within Library, Archives and Learning Services and are appropriate to the changing needs of users and to developments within the information sector.
7. To assist with financial routines, HR procedures, processing invoices and other administration activities.
8. To participate in the general running of the Library in accordance with university equality and diversity policies and procedures.

9. To undertake such other duties and responsibilities as may reasonably be required within the level of the post.

LOCAL REQUIREMENTS

- Although based at a particular campus, the post holder may be required to work at any of our libraries as necessary.
- The post holder will be required to work a regular evening and scheduled weekends for which time off in lieu is given.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria

- Educated to A Level standard, or equivalent by experience (A/C)

Desirable criteria

- Professional qualification in librarianship or information science (A/C)
- Educated to degree level

KNOWLEDGE AND EXPERIENCE:

Essential criteria

- Experience of working in a library environment (A/I)
- Experience of planning, prioritising and organising your own work or resources (A/I)
- Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions. (A/I)

Desirable criteria

- Knowledge and awareness of the HE environment (A/I)

SKILLS AND ABILITIES:

Essential criteria

- Excellent IT skills, including use of Microsoft Office, library management systems, social media and web technologies (A/I)

PERSONAL ATTRIBUTES AND QUALITIES:

Essential criteria

- Commitment to providing excellent customer service (A/I)
- Commitment to and understanding of equality, diversity and inclusion issues within a diverse and multicultural environment (A/I)
- Experience of being supportive and encouraging of others, with a flexible approach to delivering team results. (A/I)
- Accuracy and attention to detail (A/I)

OTHER KEY CRITERIA

Essential criteria

- Ability to work regular late evenings/weekends, as required (A/I)
- Commitment to professional development (A/I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview