University of London
Job Specification

Job Title: Library Assistant (Metadata Team)

Department: Senate House Library

Section: Collection Support and Operations

Level: Level 4 (CTS)

Job Purpose:	To work as part of the Metadata Team.	
Job Content:		%
1. Catalogue and classify the full range of material types, including materials in major European languages, either by creation of records to the Library's current standards or editing records derived from online resources.		60
2. Take specific responsibilities for designated subject area(s) of work consistent with the grade and scope of the post.		25
3. Actively share views and knowledge on service performance with other team members as required.		
4. Liaising with Research Librarians, Customer Services staff and service sections as necessary regarding collection management and discoverability issues within designated subject areas.		15
5. Supervise and check work of casual staff and contribution to training as directed.		
6. As part of a team deliver a range of reader facing front of house library services across a range of designated service points online or in person on a rota basis – including evening and Saturday duties.		
7. Actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.		
8. Maintain an awareness and observation of fire and health and safety regulations.		
9. Any other duties consistent with both the grade and scope of the post required by the reporting manager.		

Reports to:	Metadata and Discovery Manager
Responsible for:	N/A
Additional demands of the role:	N/A

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Ability to acquire new skills and apply them effectively.
- Ability to keep up to date on developments in best practice within area.
- Ability to make specific changes in the system or in their own work methods to improve performance.
- Ability to recognise that time is a cost and to adjust behaviour accordingly.
- Ability to suggest improvements to processes and solutions aimed at resolving problems and able to question existing practices.
- Able to prioritise activities in line with team and organisational priorities.
- An approach to work which is methodical with excellent attention to detail.
- Good interpersonal and communication skills, as demonstrated by the ability to deal pleasantly and efficiently with a wide range of people and give clear explanations.
- Has a proactive, can do attitude, taking personal responsibility for correcting problems or resolving issues.
- Previous practical experience of cataloguing, preferably in an academic library context.

Desirable:

- Able to continuously seek out opportunities for improving services and suggest more effective ways of working.
- Able to demonstrate reflective practice and identify opportunities for implementing better ways of doing things.
- Able to solicit ideas and opinions to help form specific decisions or plans.
- Experience of library work in a higher education setting.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Demonstrable keyboard skills and on-line operations experience, with experience of recording or manipulating data.
- Demonstrable knowledge of techniques and relevant standards to create bibliographic records, including MARC21 and AACR2 cataloguing.
- Knowledge or experience of a major library management system.

Desirable:

- Some knowledge of techniques and relevant standards to create RDA bibliographic records.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Knowledge and practical experience of relevant cataloguing and classification standards, including MARC21, AACR2, and LCSH.
- Working knowledge of at least one European Romance language (French, Spanish, Portuguese or Italian) used in Senate House Library.

Desirable:

- Commitment to continuing professional development.
- Degree and/or postgraduate qualification in information management.

- Knowledge and practical experience of relevant cataloguing and classification standards, including RDA and DDC.

Competency Requirements	Essential	Desirable
Adapting to change	B	C
Creativity and innovation	B	C
Customer focus	B	
Interpersonal understanding	B	C
Leadership	A	
Managing resources		A
Organisational commitment	A	A
Proactivity and planning	B	B
Problem solving and decision making	A	B
Resilience	B	B
Staff development and commitment to learning	B	C
Stakeholder focus	B	C
Striving for excellence	A	B
Working collaboratively with others	A	B

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.
For further information on each of the competencies and relevant levels, please email us at ulrecruit@london.ac.uk