

University of London Job Specification

Job Title: Library Shelver

Department: Senate House Library

Section: Library Space & Collection Management Team

Level: Level 01A (MST)

Job Purpose:	To re-shelve and tidy book stock in Senate House Library	
Job Content:	Percentage breakdown of time spent on each duty or on a related group of duties	%
<ol style="list-style-type: none"> 1. To shelve and tidy in assigned areas as required. 2. To assist in moving loaded trolleys between floors and to the appropriate areas for re-shelving when required. 3. To answer basic requests for directions to stock from users should these arise 4. To 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. 5. To maintain an awareness and observation of fire and health and safety regulations 6. Any other duties consistent with both the grade and scope of the post 7. Any other duties reasonably required of the post holder by the reporting manager. 		
Reports to:	Head of Library Space & Collection Management Space Management Supervisor	
Responsible for:	N/A	
Additional demands of the role:	This post requires lifting, bending and pushing loaded trolleys from sometimes dusty areas.	

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- A pleasant helpful manner when dealing with users.
- Able to work with minimal supervision.
- Excellent attention to detail.
- Able to undertake repetitive tasks effectively without loss of speed, accuracy or patience.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Ability to file accurately both alphabetically and numerically and to learn the further complexities of Library classification schemes following instruction.
- Proven ability to file accurately and speedily according to Senate House Library classification schemes.
- Good communication skills as demonstrated by the ability to give clear instructions.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- No specific educational qualifications are required, but the post-holder must be numerate and literate to the standards required by the activities of the role.

Competency Requirements	Essential	Desirable
Proactivity and planning	A	
Working collaboratively with others	A	
Organisational commitment	A	
Resilience	A	
Adapting to change	A	
Problem solving and decision making	A	
Creativity and innovation	A	
Customer focus	A	
Interpersonal understanding	A	
Managing resources	A	
Academic Community focus	A	

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 refer to the University's Competency Model <http://www.london.ac.uk/5258>