

## University of London Job Specification

**Job Title:** Library Shelver (x2 posts)  
**Department:** Senate House Library  
**Section:** Senate House Library  
**Level:** 01A (MST)

<b>Job Purpose:</b>	To re-shelve and tidy book stock in Senate House Library	
<b>Job Content:</b>	Percentage breakdown of time spent on each duty or on a related group of duties	%
	<ol style="list-style-type: none"> <li>1. To shelve and tidy in assigned areas as required.</li> <li>2. To assist in moving loaded trolleys between floors and to the appropriate areas for re-shelving when required.</li> <li>3. To answer basic requests for directions to stock from users should these arise</li> <li>4. Any other duties consistent with both the grade and scope of the post.</li> <li>5. Any other duties reasonably required of the post-holder by the Manager following consultation.</li> <li>6. 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.</li> <li>7. To maintain an awareness and observation of fire and health and safety regulations</li> <li>8. Any other duties consistent with both the grade and scope of the post</li> <li>9. Any other duties reasonably required of the postholder by the reporting manager.</li> </ol>	
<b>Reports to:</b>	Library Space Manager / Library Space Management Assistant	
<b>Additional demands of the role:</b>	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	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <a href="http://www.london.ac.uk/5258">http://www.london.ac.uk/5258</a></p>		