

## University of London Job Specification

**Job Title:** Graduate Trainee Library Assistant

**Department:** Institute of Historical Research

**Section:** Library

**Level:** 02

<b>Job Purpose:</b>	The post is a one-year fixed term training post designed for graduates carrying out a year of work experience and training prior to undertaking a postgraduate course in library and information science.	
<b>Job Content:</b>		
	<ol style="list-style-type: none"> <li>1. Assist with the selection, acquisition and cataloguing of new material.</li> <li>2. Assist with the provision of services to users, answering enquiries in person, by telephone and email, and providing assistance with copying and IT facilities.</li> <li>3. Maintain the library's fetch service and administer requests and returns to the offsite depository. Reshelve, tidy shelves and check shelves for missing books.</li> <li>4. Become familiar with the library management system (currently Innovative Sierra) and MARC cataloguing standards, for which training will be given.</li> <li>5. Assist with maintenance of the library pages of the IHR website, and with the library's social media.</li> <li>6. Assist with promoting the library collections, for example by writing blog posts and collection guides, and by attending events.</li> <li>7. Assist with sending library items for binding to external suppliers.</li> <li>8. Sole responsibility for the library during evening and Saturday duties (with the support of a member of the reception team).</li> <li>9. Take full advantage of the programme of visits and other training which is available to all library trainees across the central university.</li> <li>10. 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>11. To maintain an awareness and observation of fire and health and safety regulations</li> <li>12. Any other duties consistent with both the grade and scope of the post</li> <li>13. Any other duties reasonably required of the postholder by the reporting manager.</li> </ol>	
<b>Reports to:</b>	IHR Librarian	
<b>Responsible for:</b>	NA	

<b>Additional demands of the role:</b>	Ability to work evenings and weekends

<b>Person Specification</b>	
<u><b>EXPERIENCE &amp; PERSONAL QUALITIES</b></u>	
<i>Essential:</i>	
<ul style="list-style-type: none"> <li>• Commitment to a career in librarianship.</li> </ul>	
<i>Desirable:</i>	
<ul style="list-style-type: none"> <li>• Some experience of customer service or an administrative role in any context.</li> <li>• A demonstrable interest in the subject areas served by the IHR library.</li> <li>• Good interpersonal skills, and the ability to work both independently and as part of a small team.</li> <li>• Willingness to work in what may well be a rapidly changing environment.</li> <li>• <i>Specific experience of working in a library is not required as this is a training post.</i></li> </ul>	
<u><b>TECHNICAL KNOWLEDGE &amp; SKILLS</b></u>	
<i>Essential:</i>	
<ul style="list-style-type: none"> <li>• Experience of using MS Office (essential).</li> </ul>	
<i>Desirable:</i>	
<ul style="list-style-type: none"> <li>• Experience of using social media.</li> <li>• Experience of editing webpages.</li> <li>• Knowledge of a major western European language other than English to at least A-Level standard or equivalent (French, German, Spanish or Italian preferred).</li> </ul>	
<u><b>EDUCATION &amp; PROFESSIONAL QUALIFICATIONS</b></u>	
<i>Essential:</i>	
<ul style="list-style-type: none"> <li>• Applicants should hold a minimum of a 2:1 Bachelor's degree or an equivalent in History or with significant historical content relating to the collections of the IHR library.</li> </ul>	
<i>Desirable:</i>	

Competency Requirements	Essential	Desirable
Academic Community focus	A	
Adapting to change	A	
Creativity and innovation	A	
Interpersonal understanding	A	
Managing resources	A	
Organisational commitment	A	
Problem solving and decision making	A	
Resilience	A	
Working collaboratively with others	A	
<p>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  <a href="http://www.london.ac.uk/5258">http://www.london.ac.uk/5258</a></p>		