



Graduate Trainee Library Assistant (1 post)

Institute of Classical Studies

Introduction

The Institute of Classical Studies Library is seeking to appoint a Graduate Library Trainee for the academic year 2017-2018. The post is a one-year fixed term training post designed for graduates carrying out a year of work experience and training prior to attending library school.

About the Department

The Institute of Classical Studies was founded as a post-graduate Institute of the University of London in 1953, and now forms part of the School of Advanced Study; its Library is housed and administered as a single unit with the Joint Library of the Hellenic and Roman Societies (established in 1879 and 1910 respectively).

About the Library

Since 1997, the Library has been located in the University's Senate House. The Institute library is responsible for the "primary" collection of reference material, including dictionaries, corpora, excavation reports, standard texts of ancient authors, and certain periodicals, together with specialist electronic resources; the library of the Societies for the "secondary" collection of loanable books and periodicals. The Library's integrated collection now holds almost 130,000 monographs and 22,000 bound periodicals, with c.690 current periodical titles, the whole thereby forming an interdisciplinary tool serving all aspects of classical research. For further information, please refer to the Library's website at: <http://library.ics.sas.ac.uk/>

There is currently a library staff of six, including Librarian, Deputy Librarian, Senior Library Assistant, two Library Assistants, and the SCONUL Trainee. The SCONUL Trainee post is now an endowment as the Winnington-Ingram Trainee post, as a result of a fund set up in memory of Professor R.P. Winnington-Ingram, classical scholar and former Director of the Institute. The Library is not sufficiently large to be organised in departments, but each member of staff has at least one special responsibility, and the Trainee has an opportunity to take a turn at or view most aspects of library work during the year. The Library Assistants and Trainee work under the supervision of the Senior Library Assistant, and share several duties: please see separate sheet for a full job description. In addition, the Winnington-Ingram Trainee will receive a training programme for the year which covers other aspects of library work such as cataloguing, book selection, periodicals management, use of electronic resources etc.; and visits to other libraries, both internally and externally, will be arranged at regular intervals.

The School of Advanced Study

The School of Advanced Study was established within the University of London in 1994, and brings together the specialised scholarship and resources of nine prestigious research institutes to offer academic opportunities, facilities and stimulation across and between a wide range of subject fields in the humanities and social sciences. One of the principal academic institutions of the University of London, the School has recently been reviewed by Professor Edward Acton on behalf of the Higher Education Funding Council for England (HEFCE) and his report, which has been accepted by the HEFCE Board, confirms that the School is a national centre for the promotion and facilitation of research in the humanities and social sciences. As such, the School and its Institutes and the specialist libraries, which are a major research facilitation activity of Institutes, receive a unique and substantial HEFCE funding stream for research facilitation (which includes research training). The School does not receive HEFCE funding for teaching nor does it participate in the Research Assessment Exercise. This has implications for the skills required of the appointee in terms of the development of research grant applications. The School is now engaged in a major programme of activity to implement the detailed recommendations of the Acton report. For more information about the School, please visit www.sas.ac.uk.

The University of London

The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities. You will be employed within the central University – a separate legal body and employer from the colleges of the University, each of which is an employer in their own right. The central University comprises the central academic activities, including the central libraries, a number of student and administrative services, and the central offices. Further information is available from our website at <http://www.london.ac.uk/structure.html>.

Terms and Conditions

The appointments will be made at point 06 of the Level 2 scale for Clerical, Technical and Support staff, with a salary of £19,881 per annum.

The post is fixed-term for the period 1 September 2018 – 31 August 2019.

Normal working hours are 9.30 a.m. to 5.30 p.m. or 10.00 a.m. to 6.00 p.m. Monday to Friday (according to staff rota), with one Saturday in five (10.00 a.m. to 5.00 p.m.), compensated by one extra weekday's leave in lieu. Late evening work until 8.00 p.m. during term-time, approximately once every two weeks, is also required, with 2 hours off in lieu on the same day. Leave times are subject to approval by the Librarian.

The appointment will be subject to the terms and conditions of service for Clerical, Technical and Support staff and other regulations relating to employment laid down in the Financial Regulations and elsewhere; these conditions and regulations may be amended from time to time. <http://www.london.ac.uk/4302.html>.

Annual leave (paid) is five weeks (27 working days) in addition to public and discretionary holidays: two weeks of this must be taken at the end of the appointment during the library's 2018 annual closure period.

The appropriate occupational pension scheme is the Superannuation Arrangements of the University of London. **If you are eligible to join the SAUL Scheme you will automatically be included into Salary Sacrifice for University Pensions.** More details on the provision are on the last page of our Terms and Conditions document (see link at paragraph 13: <http://www.london.ac.uk/4302.html>)

The Post

The post is a one-year fixed term training post designed for graduates carrying out a year of work experience and training prior to attending library school. The Trainee post is now an endowment as the Winnington-Ingram Trainee post, as a result of a fund set up in memory of Professor R.P. Winnington-Ingram, classical scholar and former Director of the Institute.

The Trainee has an opportunity to take a turn at or view most aspects of library work during the year. As one of a full-time staff of six, the Trainee assists at the Library desk with the answering of general, membership and bibliographic enquiries, the running of book loan services and, behind the scenes, with the processing and repair of books and periodicals. In addition, he or she will receive a training programme for the year which covers other aspects of library work such as cataloguing, book selection, periodicals management, use of electronic resources etc.; and visits to other libraries, both internally and externally, will be arranged at regular intervals.

Job description

- Administration of book and periodical loan service, including renewals, and recalls of overdue and requested items; and postal loan service to members and book reviewers.
- Shelving of returned books (in conjunction with Library Assistants).
- Acting as receptionist in Library Office, including the admission of visitors / temporary readers and the interception of non-members as necessary.
- Providing prospective members with information and application forms; issuing new members with the appropriate library admission cards, and updating them when due.
- Answering enquiries of all varieties in person, on the telephone, by letter or e-mail.
- Supplying scans of extracts from books or articles from periodicals upon request.
- Processing of newly acquired books, and repairing of damaged books when possible in-house (in conjunction with Library Assistants).
- Maintaining a file of missing books and searching for them regularly; notifying the Librarian of books needing to be replaced.
- Recording bibliographical details of book reviews as indicated by the Deputy Librarian, if found not to be in stock after being checked against the library's holdings.
- Checking items listed in publishers' catalogues and other bibliographic material against our holdings, as requested by the Librarian.
- Assisting the Library Assistants with other activities such as preparation of binding consignments, if and when deemed necessary.
- Maintenance of Library's social media outlets.
- Maintenance and updating of Library's file of newspaper cuttings, manual & electronic.

Further Information:

The post will commence on 6 August 2018 with a two-week induction period to overlap with the end of the current Trainee's year. This will be followed by two weeks' unpaid leave during the Library's 2018 annual closure period, after which the post will resume on 3 September 2018 until 31 August 2019.

Priority will be given to applicants who possess, or are about to obtain, a first degree in Classics or a related subject, and who have some knowledge of Latin and/or Greek, plus one European language (in addition to English). Applicants would be expected to show a commitment to a career in librarianship or related field.

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Person Specification

- **Experience**
- Some experience of customer service or an administrative role in any context would be an advantage.
- *Specific experience of working in a library is not required as this is a training post.*

- **Technical Knowledge**
- Experience of using MS Office (essential).
- Experience of using social media (desirable).
- Experience of editing webpages (desirable).
- Knowledge of a major western European language other than English to at least A-Level standard or equivalent (French, German, Spanish or Italian preferred) (desirable).

- **Education/Qualification**
- Applicants should hold a minimum of a 2:1 Bachelor's degree or an equivalent Classics or a related subject.

- **Personal Qualities**
- A demonstrable interest in the subject areas served by the ICS library.
- Good interpersonal skills, and the ability to work both independently and as part of a small team.
- Willingness to work in what may well be a rapidly changing environment.
- Commitment to a career in librarianship.

COMPETENCY REQUIREMENTS

<u>Competencies</u>	<u>Essential</u>	<u>Desirable</u>
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	
Academic community focus	A	
Interpersonal understanding	A	
Leadership	N/A	
Managing resources	N/A	

For further information on each of the competencies and relevant levels, please refer to the appropriate version of the University's Competency Model.

Please visit: <http://www.london.ac.uk/5258.html>.

Email for enquiries

We shall be glad to answer enquiries sent to Joanna.ashe@sas.ac.uk

How to apply

Please apply using the link below before the deadline of **Wednesday, 31 January 2018**.

In order for your application to be considered, please submit the following:

- **A letter of application**, stating how you meet the requirements of the post and addressing each of the elements of the person specification;
- **A full curriculum vitae**, including particulars of qualifications, employment history and management experience, and the names and contact details of three referees. Please ensure that you provide details only of those referees with whom you have no objection to our making immediate contact.

You must include the following in your application as these are a key for the decision-making process:

- Academic qualifications (+ subjects) from A-Level upwards
- Knowledge of languages (ancient and modern)
- Previous library experience (if any)
- IT Skills

Important information:

When applying, please amalgamate your covering letter and CV into one document (Microsoft Word .doc or .docx) and upload it using the 'Covering Letter and CV' tab.

*Interviews are scheduled to take place in **February 2018** and applicants are recommended to ensure their availability*