



Further Particulars

Assistant Librarian

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. Similar to other Oxford colleges, Univ is an independent, self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an educational institution as well as a social and residential centre for its members and currently has approximately 400 undergraduate and 200 graduate students, studying most of the core subjects on offer at Oxford. The College is located mainly on an attractive historic site in the centre of Oxford.

The Library

The College Library contains some 60,000 volumes, most of which are available for borrowing. The Library was one of the first in Oxford to automate its procedures (in 1986) and we maintain a strong commitment to innovation in ICT to help our readers make best use of our collection and to access information elsewhere. We use the Heritage Cirqa library management system on a network of PCs. Around one thousand items are added to the stock each year and over 25,000 loans are recorded annually on the self-service issue system. The Library is normally open 24 hours and the Library Offices are staffed from 8.30 until 5.00 Monday to Thursday and 8.30 until 4.00 on Fridays.

The College's collection of manuscripts is housed in the Bodleian Library, but most of our early printed books are kept in the College. Some of College's early printed books are kept in the Museum of the History of Science, and we have some special collections (notably the Attlee Papers) in the Bodleian Library. A large and growing proportion of our historical collection is included in OLIS (Oxford Library System: the union catalogue of the Bodleian and other Oxford libraries). The College is a member of the Oxford Conservation Consortium.

The Assistant Librarian reports to the College Librarian who is responsible for the day-to-day running of the Library. The Librarian reports to the Finance Bursar, who delegates day-to-day line management and supervision to the Fellow Librarian, who is a teaching Fellow of the College. A part time Library Assistant and student helpers assist with some aspects of the work including processing and re-shelving books, the annual stock-check (carried out during the summer vacation), and desk-clearance during the summer-term exam period. The Archives are under the management of a part-time Archivist, with whom the Library staff work closely.

Pay and Benefits

The post is offered at Grade 5 on the University's salary scale (£25,482 - £30,395), starting at a point dependent on qualifications and experience. This is a permanent full time post. The Library office hours are 8.30am to 5.00pm, Monday to Thursday and 8.30am to 4.00pm on Fridays. Your working hours would be 36.5 hours per week. In line with the responsibilities of the role, some flexibility will be required according to the demands of the workload. The appointment will be subject to a probationary period of six months. The period of notice is two months.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday (pro rata) excluding bank holidays*	Free Lunches	Discounted Bus Pass
Pension Membership of the OSPS Pension Scheme	Occupational Sick Pay	Bicycle Purchase Salary Sacrifice Scheme
Maternity	Private Health Insurance with access to spouse/partner and children	Training & Development

*Holidays must be taken outside the University's Full Term, at times arranged in agreement with the College Librarian, to include certain designated days when the Library is shut (e.g. between Christmas and New Year).

How to apply

Applicants are asked to submit a completed application form and cover letter. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Manager at hr.admin@univ.ox.ac.uk or by post to The HR Manager, University College, High Street, Oxford, OX1 4BH. The closing date for applications is **12.00 noon on Friday 1 March 2019**. The interviews will be held on the **14th or 15th of March**.

Candidates will be shortlisted based on their application form solely on the extent to which they show they meet the essential and desirable criteria of the person specification.

For an informal discussion about the post, please contact the College Librarian, Elizabeth Adams by email (elizabeth.adams@univ.ox.ac.uk).

The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties.