



Further Particulars

Library Assistant

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 independent institution and 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 around 23,000 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 manuscripts are 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. 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 role of Library Assistant

The Library Assistant will join the team responsible for the day-to-day running of the Library, and will report to the College Librarian via the Assistant Librarian. Student helpers assist with some aspects of the work including re-shelving books, the annual stock-check (carried out during the summer vacation), and desk-clearance during the summer-term exam period.

The post-holder will be required to take full responsibility, under the direction and supervision of the College Librarian and Assistant Librarian, for many routine but significant and operationally important functions associated with the running of the library.

Pay and Benefits

The post is offered at Grade 4 on the University's salary scale (£22,017 - £25,482) pro rata, based on a 21 hour 15 min week. The starting point of the salary will be dependent on qualifications and experience. The appointment will be subject to a probationary period of six months.

The hours of work will be Monday to Friday (8:30am to 12:45pm). From time to time there may be busy occasions or events (sometimes outside the normal working hours) when flexibility would be required by the post-holder to fulfil the duties of the job.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday excluding bank holidays*	Free Lunches While on duty and if the kitchens are open	Pension Automatic enrolment to OSPS
Employee Assistance Programme	Occupational Sick Pay	Bus Pass Purchase Scheme
BUPA Health Care Insurance with access to spouse/partner and children	Enhanced Maternity Pay	Bicycle Purchase Salary Sacrifice Scheme

*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 (available below) and a cover letter, explaining how your experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk. Alternatively, you can post your application form and other documents to the HR Coordinator, University College, Oxford, OX1 4BH.

The closing date for applications is **12.00 noon on Friday 21 June 2019**. The interviews will be held during the week beginning the **15 July 2019**.

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 therefore asked to complete the confidential and anonymous recruitment monitoring form.

Data Protection

All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation. If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on <https://www.univ.ox.ac.uk/policy-documents/>