

Job Description & Person Specification

Last updated: May 2021

JOB DESCRIPTION

Post title:	Collections Development Assistant		
Academic Unit/Service:	Library & Arts		
Faculty:	Student Experience		
Career pathway:	Management, Specialist and Administrative (MSA)	Level:	1 b
Posts responsible to:	MSA3 Collections Development Principal Library Assistant		
Posts responsible for:	None		
Post base:	Office-based		

Job purpose
To assist in providing access to library stock, facilities and equipment. Processing used stock, newly acquired and requested items to ensure items are accessible and available to library users. Maintaining stock quality through shelf-order and maintenance and condition assessment checks and referrals. Assisting with user support, offering help and advice as appropriate to the needs of each individual to maximise their use of library services and facilities.

Key accountabilities/primary responsibilities	% Time
1. Undertake a range of regular activities to support access to library stock and facilities: - processing stock returned from on loan at the point of return - sorting returned items to various locations, including inter-site - processing requests for items in demand - re-shelving stock ready for use - shelf-tidying and maintaining shelf order - stock quality assessment (identify need for repair/relabelling) - stock moves Ensuring work is completed on time and to an agreed standard. Ability to do manual handling within appropriate health and safety guidelines in relation to library stock and equipment.	75 %
2. Maintain knowledge of relevant equipment and software used in the processing of stock and workflow activities.	5 %
3. Receive and respond to a range of enquiries, communicating clearly to library users to answer enquiries in a courteous and correct manner. Ability to judge when referral is necessary and who best to refer to, ensuring a satisfactory outcome to each enquiry.	5 %

Key accountabilities/primary responsibilities		% Time
4.	Maintain contacts with a range of colleagues, knowing who to liaise with on key issues.	5 %
5.	Provide standard guidance and support to colleagues in day-to-day activities to maintain operational effectiveness. Participate in and contribute to the work of the team via meetings and briefings to ensure policy is understood and applied consistently to ensure an effective library service. Contribute to the development and improvement of services.	5 %
6.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Departmental senior management Other members of the department External customers Relevant suppliers and external contacts Faculties and Professional Services

Special Requirements

Additionally the post holder will be required to:

- Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager.
- Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager.
- Demonstrate Southampton University behaviours (Embedding Collegiality – see Appendix 1)

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds, with some relevant work experience. Good level of education, particularly literacy and numeracy at an appropriate level. Work involving contact with the public or work in a service role. Work with computers / IT. Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate. Expertise in the use of relevant library systems.		Application & interview
Planning and organising	Ability to work without close supervision. Ability to follow instructions based upon processes and tasks. Ability to work to a high degree of accuracy.		Application & interview

Problem solving and initiative	Ability to work independently, solving problems and using initiative, knowing when to refer.		Application & interview
Management and teamwork	Experience of working in a team (either in work or non-work situation). Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.		Application & interview
Communicating and influencing	Good communication and interpersonal skills.		Application & interview
Other skills and behaviours	Ability to do manual handling within health and safety guidelines in relation to library stock and equipment such as the ability to move and shelve books.		Application & interview
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

☐ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☒ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling		X	
Repetitive crouching/kneeling/stooping	X		
Repetitive pulling/pushing	X		
Repetitive lifting	X		
Standing for prolonged periods		X	
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height	X		
Repetitive reaching at shoulder height	X		
Repetitive reaching above shoulder height	X		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	X		
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others