

Job Description and Person Specification

Last updated: 13 July 2021

JOB DESCRIPTION

Post title:	Collections Development Assistant		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department:	Library & Arts (Collections, Technologies and Systems)		
Faculty:	Student Experience		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2a
Posts responsible to:	Collections Development Principal Library Assistant		
Posts responsible for:	n/a		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
The post holder support with the delivery of Library services supporting the access, use, management and development of library collections in all formats, physical and digital, to support research and education across all faculties and subjects. The role requires communication with users and handling requests, competence using Library and external IT systems for managing information, and collaboration with colleagues from teams across the Library.

Key accountabilities/primary responsibilities	% Time
1. Asist with the process of maintaining library collections through assisting with the analysis and interpretation of routine reports and engaging and contributing to the process of stock relegation and removal, stock moves and relocation. Contribute to ensuring high quality collections management via stock condition assessment, repair and records maintenance and enhancement.	45 %
2. Provide efficient help and support as appropriate to individuals, in order to maximize their use of library services and facilities, ensuring customer satisfaction.	20 %
3. Assist with processing of used, returned and new stock, including requested and in-demand stock, to ensure ease of access and quality of access.	10%
4. To contribute towards the development of processes and workflows, sharing knowledge and experience to inform new ways of working, and contributing towards a culture of continuous improvement.	5 %
5. To keep up to date with developments in collections and stock management and additional areas of responsibility including the ability to use a range of Library technologies and systems, ensuring service quality is maintained.	5%

Key accountabilities/primary responsibilities		% Time
6.	To actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.	5 %
7.	Contribute to special projects as required, for example, working in themed groups or participating in the implementation of new tools and services.	5%
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

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

Special Requirements
- 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 (see below).

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. Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages. Able to demonstrate a good knowledge of the role and its context. Ability to produce clear, accurate and concise written documentation. Experience of analysing data and presenting summary information clearly.	RSA II word-processing, or equivalent level of skill or qualification.	
Planning and organising	Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.		
Problem solving and initiative	Able to solve a range of problems by responding to varying circumstances, whilst working within standard procedures.		
Management and teamwork	Able to contribute to team efficiency through sharing information and constructively supporting others. Ability to adapt well to change and service improvements. Cooperative team working and participation in effective team collaborations to meet business need(s) requirements		
Communicating and influencing	Able to seek and clarify detail. Able to explain procedures and provide assistance where necessary. Ability to demonstrate own duties to other colleagues as required.		
Other skills and behaviours			
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			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
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