

Job Description & Person Specification

Last update May 2021

JOB DESCRIPTION

Post title:	Special Collections Senior Library Assistant		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department	Library		
Faculty:	Professional Services		
Career pathway:	MSA	Level:	2b
Posts responsible to:	Special Collections Librarian		
Posts responsible for:	None		
Post base:	Office-based		

Job purpose
The post holder will provide comprehensive, effective and efficient support to deliver a range of Archive and Special Collections services to both internal and external users. Apply specialist knowledge to the cataloguing and classification of Special Collections printed collections and rare books to enable their discovery and access.

Key accountabilities/primary responsibilities	% Time
1. Create and maintain catalogue records of all Special Collections materials for Library content and collections applying an understanding of approved standards (current and legacy) and local classification schemes used in Special Collections.	35%
2. Develop and apply a specialist area of subject knowledge relevant to the cataloguing and classification of rare books and other printed and digital materials in Special Collections secure storage.	20%
3. To apply good working knowledge of Special Collections to support the Archives and Special Collections search room services, including the production of archive and printed material from secure stacks, the admission of readers, the supervision of readers and assistance with enquiries, to enable use of the material and to preserve security. Supervise a range of standard routines to the ensuring work is carried out according to agreed deadlines and quality standards.	15%
4. Provide Special Collections support services copying of manuscript materials for research and preservation purposes.	15%
5. Overseeing the work of others (directly or indirectly) as an experienced team member. Providing guidance and advice to relevant colleagues through on-the-job training/coaching and to help them acquire skills and experience.	5%

Key accountabilities/primary responsibilities	% Time
6. Apply a good working understanding of the Archives Management System and Library systems and an in-depth knowledge of Special Collections to contribute to the Archives and Special Collections listing programme according to set standards, by preparing lists and inventories of appropriate collections and other materials, to disseminate other information about contents and availability of the collections to library users and other potential users.	5%
7. To undertake any such other Library duties as may reasonably be assigned, including participation in rotas for evening and weekend duties, as required.	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
- Physically active and able to move and lift collections - Working as part of a team in a secure environment. - Occasional requirements to work outside 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 below).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skills level equivalent to achievement of NVQ2, GCSE or City and Guilds Experience of work in a Library or Archives environment. Able to demonstrate a good knowledge of the role and its context Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate and communicate. Expertise in the use of relevant library or archive systems.	Knowledge of archive and rare book collections.	Interview
Problem solving and initiative	Able to independently solve problems whilst working with standard procedures.		Interview
Management and teamwork	Cooperative team working and participation in effective team		Interview

	collaborations to meet business need(s) requirements.		
Communicating and influencing	Able to seek and clarify detail. Experience of a customer service environment.		Interview
Training and development	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.		Interview
Other skills and behaviours			
Special requirements	Working in a secure environment		Interview

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