

Job Description and Person Specification

Last updated: 23 June 2021

JOB DESCRIPTION

Post title:	Acquisitions Senior Library Assistant		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department:	Library Services (Collections, Technologies and Systems)		
Faculty:	Library and Arts		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2b
Posts responsible to:	MSA3 Principal Library Assistant and MSA4 Collections Acquisitions Manager		
Posts responsible for:			
Post base:	Office-based		

Job purpose
The post holder will provide efficient and effective administration in the acquisition of scholarly content and services: acquisitions, licensing, inter-lending and reading list provision, that are responsive to the academic priorities of the University, provide a high-quality customer experience, and contribute towards the transition to open scholarship. As a member of the Collections, Technologies and Systems group, contribute and support the whole content life cycle, including purchasing, licensing, discovery and access, and collections management.

Key accountabilities/primary responsibilities	% Time
1. Responsible for making decisions, assessing risks and competing demands for the acquisition of scholarly content (digital and physical) that meets business need. Utilising specialist expertise in the timely procurement of scholarly content, ensuring compliance with relevant policies and regulations, and third-party licensing terms and conditions. This will include but is not limited to acquisitions, document delivery, inter-library-lending, and subscriptions.	25%
2. Oversee the procurement phase of collections acquisitions through, advising and sharing information on the decision making with relevant stakeholders as well as verifying access and delivery, ahead of the hand-off to cataloguing. The procurement phase includes but not limited to enquiry management, bibliographic checking, accessibility requirements, resource availability, supply times and price comparison using multiple internal and external platforms. To receive materials and sort and distribute physical items to appropriate locations.	20%
3. Liaison with a wide range of publishers or via intermediaries, subscriptions agents, libraries, and other third-parties from which the library procures scholarly content to ensure maximum value for money and optimal user satisfaction.	10%

Key accountabilities/primary responsibilities		% Time
4.	Demonstrate commitment to maintaining knowledge and awareness of the scholarly content environment through continuing personal and professional development. To help and support to colleagues in day-to-day activities and through coaching and mentoring, helping colleagues develop relevant skills, knowledge and understanding.	10%
5.	To process invoice payments using the Library Management System, raise purchase orders on the University Finance system, and to update Financial Regulations Waivers for the renewal of existing agreements. To deal with purchases done on library's procurement card, to record, check and confirming these on the card statement before sending them to Finance.	10%
6.	Provide specialist advice regarding content procurement. Develop and maintain strong working relationships with internal and external stakeholders. To receive and respond to a range of enquiries, communicating clearly to library users in a variety of mediums, offering help, information and advice about services, stock, and policy. Ability to judge when referral is necessary and who best to refer to, ensuring a satisfactory outcome to each enquiry.	10%
7.	To provide effective and efficient support to senior colleague(s), including data collection, analysis, and reporting on budget allocation, spend and usage. Contribute to the development of a robust evidence base to inform decision making.	5%
8.	Organise and prioritise own workload and activities within established guidelines subject to supervision to ensure operational effectiveness and the achievement of work objectives and outcomes.	5 %
9.	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
- 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. - Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation 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. Previous work experience within an administrative or secretarial support role. 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. Able 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. Experience of monitoring a small scale budget (e.g. stationery)	Application, Interview and presentation of certificates.
Planning and organising	Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events. Able to work well with minimum supervision.		Application and interview
Problem solving and initiative	Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.		Application and interview
Management and teamwork	Able to contribute to team efficiency through sharing information and constructively supporting others. Able to ensure any staff managed or supervised are focuses on allocated tasks and aware of service standards. Able to effectively allocate work and check the work of others ensuring required service standards and deadlines are met. Able to adapt well to change and service improvements.	Previous supervisory experience	Application and interview
Communicating and influencing	Able to seek and clarify detail. Experience of providing advice on administrative procedures to colleagues and external customers. Able to demonstrate own duties to other colleagues as required.		Application and 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.		Application and interview

	Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate. Expertise in the use of relevant library systems		
Matrix Working	Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.		Application and 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			
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