

Job Description and Person Specification

Last updated: 23 June 2021

JOB DESCRIPTION

Post title:	Acquisitions Principal Library Assistant		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department:	Library Services (Collections, Technology and Systems)		
Faculty:	Library and Arts		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
Posts responsible to:	MSA 4 Collections Acquisitions Manager		
Posts responsible for:	MSA2b Acquisitions Senior Library Assistants		
Post base:	Office-based		

Job purpose
The post holder will actively contribute to the delivery of efficient and effective Acquisitions services to the university communities. To supervise a variety of service delivery roles and carry out specialised administrative and processing tasks. By actively engaging with a culture of continuous improvement and change they enable acquisitions to innovate and evolve. To supervise a team of Senior Library Assistants, providing induction, training and support and role-modelling in a positive and flexible approach to work, and customer service excellence.

Key accountabilities/primary responsibilities	% Time
1. To administer and supervise service delivery that support the high-volume acquisition of resources in multiple formats including but not limited to purchasing, document delivery, library lending and recurrent subscriptions. Collect, collate, and monitor data and statistics on acquisitions services to support the evaluation and design of collections. Liaise with Metadata & Discovery team to optimise discoverability of acquisitions. Ensure work is carried out with appropriate confidentiality and sensitivity, maintaining up-to-date knowledge of data protection, accessibility, licensing, open access and copyright. Work closely with colleagues to build knowledge of how our collections are used to support education and research. Contributing to the review of operational processes, monitoring and improving workflows as required, analysing management information, and producing reports. Contribute towards the creation and revision of guidance and procedural documentation.	25%

Key accountabilities/primary responsibilities	% Time
2. Take responsibility for supplier ordering, activation monitoring and internal and/or external enquiries, responding promptly and escalating complex enquiries as appropriate. Liaising with suppliers to source availability, price, platform, and licence options for new and renewal document supply, inter-library-lending, subscriptions, and acquisitions. Communicate library requirements to suppliers. Liaise with colleagues and users, on options. To review licences to ensure that terms and conditions comply with university acceptance criteria. To configure, test and ensure access and authentication to remotely hosted online resources. Record and maintain technical records of access and authentication in library systems.	25%
3. Support Library Assistants with invoice processing, including but not limited to waivers and purchase orders and liaise with finance and suppliers, as appropriate. To make purchases using a university procurement card, as necessary. Monitor payment of invoices. Accountable for data quality of acquisitions and financial transaction records, ensuring records are created, maintained and input accurately Support managers with procedural issues around budget management and tracking expenditure.	20 %
4. Supervise a team of staff, allocating and prioritising their work and monitoring individual progress and performance in line with this, to contribute to the achievement of the Library Services objectives. Overseeing the work of others (directly or indirectly), providing guidance and coaching relevant colleagues through on-the-job training to help them acquire skills and experience. Actively engage in the appraisal process to create an environment which values achievements, celebrates success, delivers balanced feedback, and enables improvement.	10%
5. To provide expert knowledge and support to colleagues and users, dealing with complex enquiries relating to acquisitions, including copyright and licence conformance.	10%
6. To maintain and update metadata for subscription resources in library systems (principally the catalogue).	5 %
7. 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 such as publishers 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 (Embedding Collegiality – see Appendix 1).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training. Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area. Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format. Able to make effective use of standard office computer systems including word-processing and spreadsheets.	Relevant degree (or equivalent qualification or experience). RSA II word-processing (or equivalent qualification or experience) Financial administration/budget monitoring experience.	
Planning and organising	Able to plan and prioritise a range of one's own, and the team's, standard and non-standard work activities. Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event)		
Problem solving and initiative	Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.		
Management and teamwork	Able to solicit ideas and opinions to help form specific work plans. Able to positively influence the way a team works together. Able to ensure staff are clear about changing work priorities and service expectations. Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required.	Successful supervisory experience.	
Communicating and influencing	Able to elicit information to identify specific customer needs. Able to offer proactive advice and guidance. Able to deal with sensitive information in a confidential manner.		
Matrix working	Cooperative team working and participation in effective team		

	collaborations to meet business need(s) requirements.		
Digital	Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate.	Expertise in the use of relevant Library systems.	
Training & 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.		
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