

Job Description and Person Specification

Last updated: 13 July 2021

JOB DESCRIPTION

Post title:	Collections Engagement Principal Library Assistant		
Standard Occupation Code: (UKVI SOC CODE)	TBC – 41XX/421XX – Depends on Key Accountabilities		
School/Department:	Library and Arts		
Faculty:	Student Experience - Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
Posts responsible to:	Engagement Librarian (Collections Engagement)		
Posts responsible for:	n/a		
Post base:	Office-based		

Job purpose
The post holder will ensure the provision of comprehensive, effective, and efficient support in the areas of collections engagement, specialist collections and communications. They will apply judgement and provide detailed, specialist advice and guidance as required to internal and external users of our services. By participating in the work of this team, the post holder contributes to the positive experience of service users and supports academic and student relationships with collections engagement, specialist collections and communications. Flexibility and adaptability to pick up quickly on new areas of work, to manage projects, and a willingness to move between areas are significant characteristics of the role. This role also supports the Philippa Kaye Library.

Key accountabilities/primary responsibilities	% Time
1. Contribute to collections engagement, specialist collections and communication activities with Faculties and Schools. Oversee administrative support processes, including collating and developing information to support effective coordination of library services and resources for academic areas, student learning or researcher support and development. Act as a point of contact to support postholders at sites with specialist collection responsibilities, to ensure work is coordinated and completed in an accurate and timely manner.	25%
2. Apply a good working knowledge of library and university systems to answer queries and resolve problems from students, colleagues, and external users, and know when to refer queries on. This will be primarily in the areas of law and maritime law.	20%

Key accountabilities/primary responsibilities		% Time
3.	To review policy, procedures, and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change, particularly in relation to collections engagement, specialist collections and communication.	10%
4.	To catalogue specialist collections, for example the material in the Philippa Kaye Library, to agreed international cataloguing and classification standards, to maximise the discoverability of these collections.	10%
5.	To liaise with Acquisitions and appropriate suppliers to ensure the effective and efficient purchasing of relevant specialist material, for example, in support of the Philippa Kaye Library. Provide support to management with budget monitoring processes.	10%
6.	To help plan and organise events, such as conferences, short courses, and exhibitions, ensuring all activities run efficiently by co-ordinating diaries, booking venues, contributing to communication activities, and supplying relevant information.	5%
7.	To undertake research and perform detailed analysis, manipulation, and interpretation of specialised data to create reports and highlight and prioritise issues.	5%
8.	Provide mentoring, coaching, training, advice, and guidance to indirect reports in areas of specialism.	5%
9.	Contribute to special projects as required, for example, working in themed groups or participating in the implementation of new tools and services.	5%
10.	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 (Embedding Collegiality – see appendix 1 below).

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. Understanding of systems, including but not limited to enquiry management, finance, integrated library system, reading list systems and relevant third-party systems, such as the Jisc Library Hub.	Relevant degree (or equivalent qualification or experience). Financial administration/budget monitoring experience. Experience in using international cataloguing standards.	Interview, certificates & references
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)		Interview
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.		Interview
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. Cooperative team working and participation in effective team collaborations to meet business need(s) requirements		Interview

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.	Experience of customer service work and/or enquiry services.	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			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