



JOB DESCRIPTION

Job Title:	Reading List Assistant (Part Time)
Department / Unit:	Library
Job type	Professional Services
Grade:	Grade 2
Accountable to:	Metadata Coordinator (line manager) Senior Information Assistant Metadata and Discovery (supervisor)
Accountable for:	
Purpose of the Post	
Royal Holloway has an online Reading List system (Talis Aspire), which provides easy to access information on reading materials for all course modules. This post holder will have responsibility for reviewing the metadata of resources added to the Reading List system. The main responsibilities of the post will be to review resource metadata from course module reading lists on the Reading List system (Talis Aspire) using a set of instructions and ensuring that each bookmark links correctly to the resource, or its catalogue record.	
Key Tasks	
1. Under the supervision of the Metadata Senior Information Assistant, ensure details of resources on reading lists are correct, and that the quality of the metadata on reading lists is high. This will enhance the operation of the automated order generation that occurs. 2. Under the supervision of the Metadata Senior Information Assistant, ensure that links to external sites and the library catalogue from the reading list system are accurate and work correctly. 3. Carry out Reviews workflow on Talis Aspire following library processes. 4. Carry out administrative tasks relating to the reading list workflow as required. 5. Assist with further reading list development and project work, as appropriate. 6. Such other duties, for example project or stock work, as the Librarian may reasonably require.	
Other Duties	
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.	

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department: Library Services

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to GCE A Level or equivalent	X		Application form
Skills and Abilities			
Ability to work with standard IT applications and web-based systems	X		Application form
Good communication and interpersonal skills	X		Application form
Ability to build and maintain effective working relationships with colleagues and to work as part of a team	X		Interview
A versatile, adaptable and enthusiastic attitude and ability to use initiative in a busy changing environment	X		Interview
Demonstrable experience of good administrative skills and excellent attention to detail	X		Application form
Willingness to undertake regular tasks without specific request	X		Interview
Experience			
Experience of working in an academic library		X	Application form
Other requirements			

Ability to undertake physical duties associated with the role	X		Interview
A commitment to participate in personal development	X		Interview