

ual:

Job description and person specification

Library Shelves

Job description

Job title	Libray Shelver
College/Service	Education
Department/Team	Library services
Accountable to	Academic support librarian/Assistant learning resources manager as designated
Contract	Choose an item.
Term	XX hours per week, XX weeks per year
Grade	Grade 1
Salary	Choose an item.
Location	Choose an item. There is no home working in this role
HERA Reference	Choose an item.

Purpose of the role

Enter here.

Key duties and responsibilities

1. Shelving, sorting and tidying library materials in order, in an accurate and timely fashion, in accordance with organisational health and safety practice.
2. Respacing material and rearranging shelves locally as necessary.
3. Set aside items with defective or damaged labelling or binding for attention of the library team.
4. Assisting with stock moves/reorganisation, and shelf checking stock lists, as required.
5. Clearing books from tables and ensuring study spaces are tidy.
6. Assisting library users in finding library materials including use of the library catalogue and answering basic directional enquiries.
7. Assisting with monitoring of library's quiet study spaces.

8. Upholding Library Services policies, procedures and service standards; to include reporting to senior staff and seeking prompt assistance from University Security Staff and Duty Managers as necessary.
9. Processing and repairing library materials as directed.

Key working relationships

- Library Service colleagues
- Students

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake, if appropriate to your role, continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal (PRA) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- Formal training or education to post-16 level, or equivalent
- Interest in working in a customer service environment as relevant to the post

Communication skills

- Interpersonal skills, including the ability to make people feel welcome and to listen and respond in a diplomatic and inclusive manner

Planning and managing resources

- Punctual and reliable.
- Plans, prioritises and organises work to achieve objectives on time

Teamwork

- Works collaboratively in a team and with people from diverse backgrounds, asking for support where needed.

Student experience or customer service

- Provides a positive and responsive student and customer service.

Creativity, innovation and problem-solving

- Willingness to use creative solutions to resolve day-to-day-problems