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Job title: Senior Library Assistant (Natural Sciences)

Department/Division/Faculty:	Library Services
Campus/Location:	South Kensington with occasional working at the White City campus as required
Job Family/Level:	Professional Services Level 3a (Salary scales)
Responsible to:	Liaison Librarian (Chemistry, Environment and Reading Lists)
Key working Relationships (Internal):	Library Liaison teams, other Library Services Teams, Departmental students, staff and researchers
Contract type:	Full-time permanent

Purpose of the Post

The post holder assists with the provision of high quality, efficient and effective library services to meet the learning, teaching and research needs of the Faculty of Natural Sciences. The Senior Library Assistant will assist with training and teaching, collection development and answering enquiries from a wide range of library users. The postholder will provide support to the Natural Sciences Liaison Librarians within the team.

The library provides consistent service delivery across all departments so whilst the principal role is with designated departments the postholder will be expected to assist with service delivery to other departments as business and operational needs arise.

Key Responsibilities

Information literacy and training

1. Assisting and/or leading in the delivery of in person and online teaching sessions including Library inductions, group presentations, tutorials and workshops.
2. Providing 1:1 support to a range of library users.

Collection and resource management

1. Assisting with the selection, evaluation and provision of electronic and print resources.
2. Weeding and repairing print stock, working with library colleagues on stock disposal, updating library catalogue records as required.
3. Assisting with the collection, creation and updating of reading lists, including supporting departmental academic and administrative staff in the use of the reading list platform as required.

Communication and user support

1. Answering a range of enquiries, some of which may require further independent research to resolve. This includes:
   a. In person and email enquiries.
   b. Enquiries received via the "ASK the Library" online enquiry service.
   c. Enquiries received via the online library chat module LibChat.
2. Assisting Library users in locating online and print publications and resources and explaining how to use e-journals, databases and referencing software.
3. Assisting in the creation and updating of guides, support materials, online tutorials and webpages.
4. Compiling records and statistics of library activities as required.

Reading list support

1. Providing support for the Library Liaison team annual reading list rollover.
2. Assisting with the production and updating of statistics and reports for library staff and list owners on reading list activity, usage and engagement.
3. Creating and updating reading lists as required.

Other responsibilities

1. To carry out duties as required and work closely with colleagues across the department to deliver a consistent, coordinated library service.
2. To demonstrate a commitment to service excellence and a culture of continuous improvement.
3. To participate in projects, programmes and work packages as may be required and as agreed by the Liaison Librarian (Chemistry, Environment and Reading Lists).

Continued Professional Development

1. To work with library colleagues to share knowledge and best practice and the promotion of service excellence.
2. To pursue a programme of self-development and continual updating of skills, demonstrating an active interest and understanding of new technologies.

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Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
Education to 'A' level, or equivalent qualifications or experience.	E
Experience	
Experience in delivering library services, ideally within the higher education sector environment.	E
Excellent, proven customer care skills with experience of working in a frontline service environment.	E
Experience in providing guidance, training and personal support on the use of electronic and print information resources.	E
Experience of using and evaluating a range of electronic information sources, including databases, software and Internet resources.	D
Experience of supporting and training end users in group sessions and on a 1:1 basis both in person and online.	D
Knowledge	
Excellent IT skills, including Microsoft Office and Library Management Systems.	E
Skills & Abilities	
Excellent organisational and time-management skills with evidence of the ability to deliver work to agreed deadlines and quality standards.	E
An enthusiastic, self-motivated team player, who is committed to achieving team goals through cooperation and mutual support.	E
Excellent interpersonal and communication skills.	E
Care and attention to detail and a methodical approach to work.	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

October 2025