

Learner Support Services

GRADUATE TRAINEE LIBRARY ASSISTANT

REF: NLE1776

Closing date: 5pm on 26th October 2011

All applicants are required to complete a University of Bradford application form.

The University of Bradford operates an electronic application process, please see www.bradford.ac.uk/jobs to apply.

Please contact the person detailed in the Enquiries section if you would like to know the status of your application at any stage.

We welcome disabled applicants. If you consider yourself to be disabled, the University may qualify for a grant towards equipment and support through Access to Work. The successful candidate will receive further information about the provision of University support at the offer of employment.

The University is committed to promoting equality, diversity and an inclusive and supportive environment for its students, staff and others closely associated with its work, in conformity with the provisions of its Charter. In particular, the University will:

- seek to ensure that people are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, family responsibilities, sexual orientation or other inappropriate distinction;
- promote diversity in its students and staff by recognising the particular contributions to the achievement of the University's mission that can be made by individuals with a wide range of backgrounds and experiences;
- promote and maintain an inclusive and supportive study and work environment;
- affirm the rights of individuals to be treated fairly and with respect and afford opportunities to fulfil their potential.
- To support these aims the University will ensure that in the conduct of all its activities procedures are introduced and implemented which minimise the occurrence of inappropriate discrimination, whether direct or indirect.

Learner Support Services Library Services

GRADUATE TRAINEE LIBRARY ASSISTANT

REF:NLE1776

Grade 4 Salary: £17,677 per annum
Full time fixed-term post for 10 months

The Library is offering a 10 month appointment which will provide pre-library school experience for a graduate planning to apply for a postgraduate qualification in librarianship in 2011. The duties will support the information needs of students and staff of the University and give experience of the main areas of work of the Library. You will also benefit from a planned training programme. Applicants should have a demonstrable commitment to a professional career in librarianship or information science.

Informal enquiries prior to application may be made to Grace Hudson, Head of Library Services on 01274 233402, fax number 01274 233398 or to e-mail address g.l.hudson@bradford.ac.uk

Interviews will be held on Friday 11 November 2011

Closing Date: 5pm on 26th October 2011

For further background information on the Library visit our website;

www.bradford.ac.uk/library

Special information

This is a fixed term post designed to give pre-library school experience to equip appropriately qualified applicants to gain a place on a postgraduate library/information science course as the first step in a professional career in librarianship.

How to Apply

All applicants are required to complete a University application form and equal opportunities monitoring form. Applications submitted without these will unfortunately not be considered.

Application forms can be downloaded from <http://www.bradford.ac.uk/human-resources/jobs-at-bradford/jobs/how-to-apply/>

Applicants will be shortlisted on the basis of the information provided.

Your completed application must be submitted by email to jobs@bradford.ac.uk

When submitting your application please state the job reference number in the subject of your email. We don't automatically acknowledge the receipt of applications. If you require an acknowledgement then please add a read receipt to your email and we will acknowledge that.

Please look at the requirements of the application process for each job before applying. If the job asks for an application form and equal opportunities monitoring form only then please do not send a CV and covering letter, these will not be sent to the recruiting manager. The only information sent to the recruiting manager will be the information requested as part of the application process therefore please ensure that the application form is completed in full.

We will occasionally accept applications in alternative formats, for example on audio-tape or disk where necessary. If you have any queries about this part of the application process, please contact Human Resources on (+44) (01274) 23 5347.

Additional Interview Requirements

Candidates will be asked to make a short presentation at the interview.

You will be asked at a later stage whether you need us to make any adjustments for the interview. If you wish to discuss any concerns about the application process and scheduling in this respect, please contact Human Resources on (+44) (01274) 23 5347.

Learner Support Services

JOB DESCRIPTION

Post Title:	Graduate Trainee Library Assistant
Post Reference:	NLE1776
Post Grade:	4
Responsible to:	Head of Library Services through the appropriate service manager

Main Purpose of Post: To assist in the provision of services to library users

Main Duties & Responsibilities:

Under the direction/supervision of designated Library staff, to work at, and gain experience of, a range of non-professional duties in the Library. The duties are various and may include any of those listed depending on the distribution of staff and the day-to-day needs of the Library.

You will be expected to be able to work both independently and as part of a team, and to prioritise tasks

- To undertake routines associated with the ordering, receipt, cataloguing and processing of books, periodicals, electronic resources and other materials acquired by the Library.
- To check and verify bibliographical details of materials against the Library catalogue, published and electronic bibliographic sources.
- To undertake routines associated with the issue, reservation, renewal and return of Library materials and the receipt of fines and other monies.
- To enter data into and extract data from the Library's management and information system
- To support the work of the systems team by carrying out routine duties under supervision.
- To undertake routines associated with the provision of a document delivery service.
- To deal with personal and telephone enquiries, answering basic enquiries and forwarding specialist ones to senior staff.

- To assist subject librarians in the preparation of guides and teaching materials
- To support subject librarians in the provision of one to one help for students during teaching sessions
- To staff Library counter services for students at the JB Priestley Library and from time to time at the Management Library
- To shelve Library material and shelf-tidy.
- To participate as required in the evening duty rota.

Any other duties commensurate with the grade and nature of the post.

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GRADUATE TRAINEE LIBRARY ASSISTANT (Ref: NLE1776)

POST SPECIFICATION

The Post Specification is an outline of the **Essential** and **Desirable** Qualifications, Experience, Skills & Knowledge and Personal Qualities that are required for the post, and how these will be identified/verified. **The Post Specification forms the criteria against which we will shortlist candidates.**

	Essential	Desirable	How Identified/Verified
Qualifications	First or Upper Second Class Honours Degree		A, Q
Experience	Experience of working in a diverse team/organisation	Some experience of working in a library	A, I, R
Skills and Knowledge	Good oral and written skills Good interpersonal skills Numerate and literate Good IT skills involving the use of PCs and electronically-held information		A, I, P, R

<p>Personal Qualities</p>	<p>Ability to work as a team member</p> <p>Self-confidence in dealing with people</p> <p>Well organised</p> <p>Demonstrable commitment to a career in librarianship / information science</p> <p>Understanding of the University's commitment to Equality and Diversity</p> <p>Committed to continuing personal/professional development.</p>		<p>I, R</p>
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Key: A = Application, Q = Sight of Qualifications, I = Interview, P = Presentation/Task, R = References, CV = CV, CL = Covering Letter