

JOB DESCRIPTION

TITLE: Library Systems Assistant

GRADE: Scale 5

RESPONSIBLE TO: Group Library Systems Manager

RESPONSIBLE FOR: This post has no line management responsibility

WORKING RELATIONSHIPS WITH: Group Library Systems Manager; Campus Library Managers; LRC/Library staff; Curriculum staff

PURPOSE OF JOB:

- To support the Group Systems Manager in delivering the LRC's electronic resources provision, virtual learning environment and intranet presence. Ensure these systems run efficiently, in addition to providing accurate and timely reports.
- To support the Group Systems Manager in training LRC staff in the use of the eResources, ensuring the team is aware of the latest developments and changes in software.
- To support the Campus Library Manager with general circulation duties.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particular to the Post:

- 3.1 Assist the Group Library Systems Manager in the maintenance of the Library Management System (LMS).
- 3.2 Support the maintenance of the library's eResources collection, including OpenAthens authentication and liaison with the internal and external support services of those systems.
- 3.3 Produce standard and customised reports regarding LMS and eResources use.
- 3.4 Maintenance of help guides for the eResources; supporting the in-house eResource training programme for new LRC staff across the group. Assist the Group Library Systems Manager with training existing LRC staff on new or updated eResources.
- 3.5 Deal with first line equipment maintenance and software troubleshooting, log and follow-up faults reported to the IT/Systems helpdesk and/or external providers and ensure that equipment runs efficiently.
- 3.6 Provide support to staff and students, in Microsoft Office, eResources and other library-related packages; demonstrate and supervise the use of equipment such as scanners and print manager software.
- 3.7 Participate in the delivery of the student induction programme working in collaboration with local LRC staff.

- 3.8 Support the LRC's VLE and intranet presence and update the contents. Provide training to LRC staff to enable them to exploit the VLE and contribute contents to relevant Subject and Curriculum pages.
- 3.9 Contribute to the general work of the Learning Resources Centres in respect of supervising students, circulation and enquiry duties, shelving and shelf tidying, filing and general admin duties as required.
- 3.10 Provide cover at other service points and carry out other relevant and comparable duties as required.

4. Person Specification:

- 4.1 Substantial experience of providing library software support or qualified to a minimum of Level 3 in a relevant IT/Computer subject or equivalent.
- 4.2 Experience of using a range of software packages including Library Management Systems, Microsoft Office suite and allied IT resources.
- 4.3 Experience of delivering, or supporting the delivery of training or the willingness to work toward an appropriate qualification
- 4.4 Experience of working in a library and/or educational setting.
- 4.5 Experience of working in a team with the ability to work on own initiative.
- 4.6 A high level of communication and interpersonal skills as required for the interaction with students and staff.
- 4.7 An understanding of, and commitment to, Data Protection and GDPR policies in relation to this post.
- 4.8 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.

Additional Information:

Working Arrangements

Hours of work: 21 hours per week. Routine fixed daily start and finish times between 8.30 and 20.00 by agreement.

If there are circumstances such as alterations in the College's pattern of working or changes in the pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.