



## ST JOHN'S COLLEGE, OXFORD

### **Project Library Assistant (80% FTE) FURTHER PARTICULARS Grade 4 (£21,585-£24,983 p.a. pro rata)**

Applications are invited for the new post of Project Library Assistant in the Library of St John's College, Oxford. The post will be suitable for someone who has just completed a successful library graduate traineeship and has or will soon commence a part-time or distant learning post-graduate degree in library or information management.

This post is offered at 80% of full time equivalent (4 working days, one of them being a Friday) with a fixed term appointment for 24 months.

#### **The College**

St John's College is one of the larger colleges in the University of Oxford. Situated on St Giles in the northern part of the city, it was founded in 1555 by Sir Thomas White. St John's College is one of the larger Oxford Colleges with about 600 students and 80 Fellows. For further information about the College, please see [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk).

#### **St John's College Library**

The library plays a key role in the College's academic life. It maintains an active, student-focussed undergraduate library, whilst also being a repository for the College's collections of historic books and papers, consisting of some 20,000 early printed books, 400 manuscripts (including 200 medieval manuscripts), and the personal libraries of A.E. Housman and Robert Graves, together with Graves' papers and those of Spike Milligan. The main library building is housed in the architectural showpiece of the Canterbury Quad and dates from the 16th and 17th centuries. The Old Library contains the bulk of the College's historic collections; the lending collections for the arts and humanities and for the sciences and social sciences are held in the Laudian Library and the Paddy Room. There is a separate Law Library located at some remove in the Kendrew Quad. The Library endeavours to support all subjects studied by the undergraduate population of the College, providing core study resources in a timely fashion and an appealing and supportive study environment. It also aims to support external researchers and others who make use of the historic collections.

The successful candidate will join the library at the exciting time of the completion of the new library and study centre, which is a major extension to enhance study, presentation and exhibition spaces, and to allow for the consolidation of storage of collection.

#### **Duties of the Post**

##### **The Position**

The successful candidate will be expected to carry out a number of collection management projects in consultation with the College Librarian and to share with the Graduate Trainee routine readers' services duties at the library desk on Fridays.

The aim of the collection management projects is completing the cataloguing and recording of the library's holdings:

- retrospective cataloguing of post-1850 volumes already held in stores and expected through donations in late 2018/early 2019 using RDA and MARC 21;
- preserving and describing select modern special collections such as the Houseman and Graves collections to file level and creating in-house searchable finding aids for these collections;
- describing the holdings of individual periodicals and series and ensuring all relevant holdings are added or corrected on the online catalogue SOLO;
- identifying and describing the smaller collections that have not yet been recorded.

In addition, we expect the post holder to provide support as and when required with

- preparing for the book and library offices move into the new building;
- preparing for the store collections' move into the new building's basement stores;
- supervising special collections readers;
- setting up/ de-installing exhibitions and providing access & outreach events.

### **Reporting Responsibilities**

The Project Library Assistant reports to the College Librarian.

### **Selection Criteria for the Post**

#### **Essential**

- Formal qualification: Degree (B.A. or equivalent)
- Successful formal traineeship (preferably at an academic library)
- Excellent English-language communication skills (written and oral)
- Excellent IT skills (incl. Excel)
- Excellent time-management and organisational skills
- Eye for detail and the ability to work to a high standard of accuracy
- Self-motivation and pro-active thinking
- Ability to carry out physically demanding work, including lifting, carrying and using ladders (as the post includes moving books and general shelving)

#### **Desirable**

- Pursuing a part-time or distant-learning post-graduate degree in library or information management
- Proficiency in cataloguing to RDA and MARC 21 rules
- Working knowledge of at least one modern foreign language

### **Terms and Conditions of Employment**

**Salary:** Appointment will be at grade 4 of the University's salary scale for support staff, currently £21,585-£24,983 (with a discretionary range to £27,285) per annum for the full time equivalent. The appointment will be made on the scale according to qualifications and experience.

**Pension:** The post holder will be eligible to be auto-enrolled into the National Employment and Savings Trust (NEST) with effect from the first day of employment. Contributions will be payable in monthly equal instalments.

**Hours of work:** The post is offered at 80% of FTE, 28 hours per week (4 full working days with one day being a Friday). Normal working hours are from 9.00am to 5.00pm (or, by agreement with the College Librarian, 10.00am to 6.00pm) with one unpaid hour for lunch. No additional remuneration is paid for hours worked beyond normal working hours. One free lunch will be provided daily to be taking in the Staff area of Hall on days the post holder is working at the College site (except when the College kitchens are closed).

**Holidays:** Annual leave entitlement for the full-time equivalent is 38 days, which includes 8 public holidays and 5 fixed days to be taken at Christmas when the College is closed. The post holder will be expected to take holiday leave outside of University Full Term and to liaise with the senior staff over the dates for holidays, so that the Library can be normally open on those bank holidays that fall within the term, with a day off in lieu to be taken during vacations.

**Probationary and notice periods:** The appointment is subject to satisfactory completion of a three-month probation period, during which the notice period will be one week on either side.

### **How to apply**

To apply, please write a covering letter explaining your suitability for the post and send it with a full CV and the names and contact numbers of two referees to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk) or by post to Ms Amanda Armstrong, St John's College, St Giles, Oxford, OX1 3JP.

### **Closing deadline is 9.00am on 23 July 2018.**

Interviews are planned for the week beginning 6 August 2018

If you have any questions about the advertised post, please contact the College Librarian, Dr Petra Hofmann ([petra.hofmann@sjc.ox.ac.uk](mailto:petra.hofmann@sjc.ox.ac.uk)).

If your application is successful, your appointment will be subject to the provision of an original document which indicates your right to work in the UK.

This role will not attract sufficient points to obtain a sponsored tier 2 visa under the points based immigration system. However, applicants are welcome from candidates who do not currently have the right to work in the UK but would be eligible to obtain a visa via another route.

### **Data protection**

All Data supplied by applicants will be used only for the purpose of determining their suitability for the post and will be held in accordance to with the principles of Data Protection Act 1998 and the College's Data Protection Policy and recruitment monitoring process.

### **Equality of Opportunity**

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, material status, sexual orientation, racial group, age or disability.

St John's College is committed to ensuring equality of opportunity for all. We encourage job application from all sectors of the community and are especially keen to encourage women and candidates from other under-represented groups to apply for advertised positions.