



Library Collections Assistant – Part-Time

Position Title:	Library Collections Assistant
Terms of Employment:	20 hours over the working week. Core hours are normally Monday-Friday 9:00 – 13:00, but flexibility, including the ability to work some hours (by agreement) over weekends or evenings in term, could be an advantage.
Annual salary:	£10,255 (£17,946 pro rata)
Reports to:	College Librarian

The Library Collections Assistant will provide a wide range of services to Regent's Park College Library and Archive users and assist generally in the efficient running of the Library, Archive and special collections. The duties will be mainly in the areas of user services, ensuring that study areas are kept tidy, books and materials are accurately shelved and assisting users. In addition, you will provide general support to the College Librarian and the Angus Librarian as required.

Duties and responsibilities

Main College Library (including David Nicholls Collection) and Angus Library and Archive

- Maintain an attractive and safe research and study environment, including regular checks of library and archive facilities, keeping shelves in order and clearing desks each morning (this involves bending, stretching, and lifting).
- Assist with the day-to-day management of library and archive materials, including processing, sorting, shelving, tidying books and archive materials and undertaking minor repairs.
- Deal with routine enquiries by email, phone, and assisting users in person.
- Use the library management system, self-service machine (in Main Library) and Oxford's library catalogue, SOLO, to support general enquiries.
- Check in journals as they arrive and coordinate claims for missing issues.
- Check printer/copier, refill paper, clear jams, change toner.
- Prepare photocopies of archive materials and undertake scanning of material.
- Keep signs and notices up to date.
- Keep statistics on library and archive usage.
- Assist with annual stock take.
- Assist with induction tours of the library for new and visiting students.
- Help to ensure library and archive rules are adhered to.
- Contribute to the online presence including website and social media.

- Comply with the personal health and safety responsibilities specified in the College Health and Safety policy
- Undertake any other duties commensurate with the role, as required.

Person specification

This is a varied, busy role, requiring a high level of attention to accuracy and detail, very good written and spoken English, and very good inter-personal skills. We are looking for a self-motivated, positive, well-organised person, who will enjoy working in a library and/or archive environment.

Minimum of 5 GCSEs including Maths, English (or equivalent)	E
Ability to work methodically, accurately and with attention to detail	E
Ability to work flexibly and independently and as part of a small team	E
Ability to develop and maintain positive relationships with students, colleagues and external visitors	E
Confident IT skills, including Microsoft Office	E
High level of literacy, numeracy and good communication skills	E
Able to manage repetitive and manual handling tasks, including lifting some heavy items	E
Basic knowledge of library catalogues and experience of systematic ordering, alphabetically and numerically	E
Previous library or archive experience is desirable	D
Experience of working with payment systems, for example, PayPal, is desirable	D
An interest in history is also desirable	D

E = essential; D = desirable

Terms and conditions of service

The post is part-time, for 20 hours a week. The salary is £10,255 (£17,946 pro rata). Salaries are reviewed annually for cost of living increase.

The post is pensionable.

There is a probationary period of 3 month/s, and there will be a review at the end of this period.

There is a holiday entitlement to take 25 working days as paid leave, plus Bank Holidays. Some of these days, however, will necessarily have to be taken during the periods of College closure at Christmas and Easter.

How to apply

- Applicants should send their CV, a supporting letter explaining how they meet the essential and desirable selection criteria as listed in the job description, and the names of three referees to amy.cawood@regents.ox.ac.uk by 12.00 noon on Friday 4th January 2019.
- An equal opportunities form will be sent on receipt of an application. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
- Interviews will be held in the week beginning 14th January 2019.
- It is hoped that the successful candidate will be able to begin work as soon as possible, depending upon the obligations of existing contracts.
- The appointment of the successful candidate will be subject to appropriate pre-employment screening. This will include right-to-work, proof of identity, and references.

Equal Opportunities

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

For monitoring purposes we ask that an equal opportunities form be completed and these are sent out on receipt of an application.

Right to Work

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Normally passport with relevant visa, residence permit or EEA ID card suffice. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at <https://www.gov.uk/apply-national-insurance-number>.

The nature of the College

Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry though the largest part of the college is now a community of undergraduates who are not students preparing for Christian ministry, and who come from most Christian denominations and from none at all. They read for the B.A. degree in a range of Arts subjects, including and especially Theology or a joint degree of Philosophy with Theology, but also including English, History, Law, PPE, and Geography. The tutorial staff is fully ecumenical in its membership. The College encourages postgraduate scholarship, and has the largest number of graduate students reading doctorates in Theology in the University. The College is concerned to make connections between Christian faith and cotemporary social contexts, and it focuses this concern in a *Centre for Christianity and Culture* which is an integral part of the College; a *Centre for Baptist History and Heritage* focuses an interest in its denominational heritage.

In the present year there are 202 students in the College. These include 123 undergraduate students, 62 students reading for postgraduate degrees, and 16 visiting students; 16 students are training for Baptist ministry.