



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE

CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title:	Assistant Librarian
Department:	College Library
Conditions:	<p>Salary: £27,000 - £28,000 pa pro rata for part time</p> <p>Pension: participate in College defined contribution scheme on successful completion of probation</p> <p>Hours: 10.5 hours per week (0.3 FTE) - Permanent contract school term time only</p> <p>Holiday: 33 days pa. including Bank Holidays pro rata</p> <p>Probation: 6 working months</p>
Job purpose:	<p>The College Assistant Librarian is responsible for providing an effective, student-focused service in the Darwin College Study Centre. The Study Centre provide study space for students and containing a library of approximately 10,000 volumes. The book stock is of a general and reference nature appropriate for a graduate college where there is no requirement to provide text books and other set course material.</p> <p>The Study Centre and library collections are under the supervision of the College Fellow Librarian and Library Committee. There is a strong ethos of the library being student run and Student Librarians have to date been the only paid operational resource, supported by a part time professional cataloguer. The Study Centre is also a focus for College computing services. The new role of College Assistant Librarian is intended to develop the library facilities, appropriate for a more digital age, and to provide more continuity over time.</p>
Main duties:	<p>Collection management</p> <ul style="list-style-type: none">• Develop and manage (including cataloguing and classification) the library general and specialist collections (the Moses Finley and Darwiniana collections);• Contribute to the development of the collection through running an efficient acquisitions service that is both pro- and reactive;• Select and dispose of items for removal, in consultation with College Fellows. <p>Reader services</p> <ul style="list-style-type: none">• Provide a responsive, reader-focused enquiry service;• Ensure that Study Centre users comply with library policies;• Support and advise students with special library requirements;• Promote and raise the profile of the Study Centre and its services within the college;• Provide inductions where requested for new students. <p>Study skills</p> <ul style="list-style-type: none">• Maintain awareness of student needs and training offered across Cambridge Libraries and the University as a whole. <p>Library budget and staff</p> <ul style="list-style-type: none">• Manage the Library budget in consultation with the Fellow Librarian, after liaising with the Bursar and the Darwin College Student Association Treasurer on available funding;• Co-ordinate the work of the Student Librarians and provide appropriate training and development opportunities.



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	<p>Study Centre building</p> <ul style="list-style-type: none"> • Manage the physical environment and the provision of equipment; • Monitor the self-circulation and security systems; • Liaise with College IT and maintenance staff as required. <p>Liaison and collaboration</p> <ul style="list-style-type: none"> • Report to and support the Fellow Librarian in her duties • Act as Secretary of the College Library Committee and co-ordinate its work; • Establish and maintain effective working relationships with College staff and students and with colleagues across Cambridge Libraries; • Participate in professional groups and networks, including representing the College in the Cambridge Colleges Librarians' Forum. <p>Other</p> <ul style="list-style-type: none"> • A demonstrable commitment to own personal and professional development.
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Works with:	<ul style="list-style-type: none"> • Fellow Librarian and Library staff
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Responsible for:	<ul style="list-style-type: none"> • n/a
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Responsible to:	<ul style="list-style-type: none"> • Fellow Librarian
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PERSON DESCRIPTION

Qualifications & Learning	<ul style="list-style-type: none"> • Good standard of education to degree level or equivalent • A Postgraduate library qualification or equivalent experience.
Experience:	<ul style="list-style-type: none"> • Ability to work with a Library Management System and willingness to learn new systems as required. • Experience of varied duties in an academic library including the delivery of customer facing library services
Skills:	<ul style="list-style-type: none"> • Able to use Word, Outlook and Excel to intermediate level for correspondence and for information management • Able to manage own workload to achieve agreed outcomes including occasionally under pressure • A commitment to delivering a high quality library service • Customer focus with the ability to adapt communication style to meet the needs of a variety of individuals • The ability to take responsibility for the library service as the senior member of staff • Excellent attention to detail • Ability to work within established procedures • Sympathy with the values and objectives of Darwin College and a sensitivity to the needs of postgraduate students from a diverse range of backgrounds



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REVIEW

These job and person descriptions are non-contractual