JOB DESCRIPTION

1. JOB TITLE: Assistant Subject Librarian (Law)

2. HRMS REFERENCE NUMBER: HR14149

3. ROLE CODE: FINASL

4. DEPARTMENT: Learning and Information Services

5. ORGANISATION CHART:
The role holder will report to the Subject Librarian (Law)

6. JOB PURPOSE:
To assist the Subject Librarian for Law

7. BACKGROUND INFORMATION:
The Seaborne and Riverside Libraries at Chester and the Broomhead Library at Warrington are part of the University of Chester’s Learning and Information Services (LIS) department. The University also has a number of partnership arrangements with local FE colleges and other institutions and the post may on occasion involve travelling to partner colleges to deliver user education

The post-holder helps the Law Librarian support the teaching, learning and research needs of the Department and the Learning & Teaching Institute. The post holder will also assist the Law Librarian with legal compliance management and assisting with the university’s institutional repository.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively
The role holder frequently receives, understands and conveys information relating to library services, from colleagues, service users and external library users. The role holder should be approachable with good communication skills and a good telephone manner. An ability to explain and demonstrate sources of information is essential. This includes regularly responding to student or staff queries concerning library or subject resources; demonstrating databases in either group sessions or on a one-to-one basis and preparation and updating of user guides.
A routine part of the role is the bibliographical checking of reading lists by searching booksellers’ databases and the library catalogue. Academic staff are then advised of any amendments or modifications.
8.2 Leadership and Working Collaboratively
The role holder is expected to participate and contribute to a number of teams: the overall Learning & Information Services team, the Academic and User Services team; and the Helpdesk team. Within each team the role holder is required to contribute towards the overall team objectives.

8.3 Liaison and Networking
Expected to liaise with academic members of the Law Department and LTI on a daily basis on matters related to book and journal acquisitions, user education and student satisfaction issues. The role holder also communicates with academic and library staff at partner colleges on a regular basis.

Attendance at departmental staff student liaison meetings is a key part of the role and deputising for line manager at other meetings e.g. Board of Study may be necessary from time to time.

8.4 Delivering a High Quality Standard of Service
The role holder works on a busy converged Library and IT Helpdesk where it is essential to create a positive image of the institution by being responsive and prompt in responding to requests and queries and referring the user to the right person if necessary.

A key focus of the Assistant Subject Librarian role is to ensure that staff and students of the Law Department and the Learning & Teaching Institute are equipped with appropriate learning resources to support teaching, learning and research activities.

8.5 Effective Decision Making
On the Helpdesk the role holder may be the senior person on duty and will make decisions based on established practice and guidelines. In the absence of the Subject Librarian the post holder may make decisions on budgetary matters within defined procedures.

8.6 Planning and Organising Self and Others
Within the subject team the role holder is expected to complete tasks within a particular timeframe and will prioritise workload according to the demands of the academic year. Good time management skills are essential for example balancing 1-to-1 advice sessions for students against other responsibilities. As senior staff member on the Helpdesk the role holder will direct and supervise the work of junior members of staff on the Helpdesk.

8.7 Innovation and Improvement (Effective Problem Solving)
The role holder is required to deal with standard day to day problems as they arise e.g. organising replacement books, processing items for the VLE at short notice, deciding whether to purchase expensive titles or whether to purchase electronic or print copies of books. Awareness of when to refer more complex issues on to line manager or beyond is essential.
8.8 Analysis and Research
The role holder is required to gather and analyse routine data or information and to participate in user surveys such as book availability surveys; usage surveys; VLE usage.

8.9 Sensory and Physical Demands
The post will involve some physical effort from time to time e.g. stock moves, assisting with shelving books during periods of very heavy usage. The role holder is expected to participate and contribute to stock editing projects in order to achieve team objectives.

8.10 Work Environment
The role holder works in a shared office with other subject teams. During evening duty the post holder may be the most senior person on duty and would be expected to be responsible for health and safety within the building.

8.11 Pastoral Care and Welfare
The role holder is expected to show sensitivity to those who may help or, in extreme cases, are showing signs of obvious distress; initiate appropriate action by involving relevant people. While working on the Helpdesk the role holder routinely deals with customer enquiries and complaints referring issues to the relevant member of staff or department if necessary.

8.12 Team Development
The role holder is expected to contribute to departmental induction programmes by advising or guiding new staff in the department. The role holder is occasionally required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience for example demonstrating subject specific resources.

8.13 Teaching and Learning Support
Inductions and user education are a key part of this post and the post holder is expected to be heavily involved in delivering training sessions to both staff and students. Sessions range from basic induction for first year students to use of Endnote bibliographical software for academic staff and PhD students and they can vary from one-to-one sessions to large groups format.

8.14 Knowledge and Experience
The role holder is required to have sufficient knowledge or expertise to work on day to day issues in their own area without direct or continuous reference to others.

8.15 General
8.15.1 To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

8.15.2 To take responsibility for upholding and complying with the University’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
8.15.3 To comply with all University Health and Safety policies.
## PERSON SPECIFICATION

**Job Title:** Assistant Subject Librarian  
**Department:** LIS

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<tr>
<th>Criteria</th>
<th>Essential / Desirable</th>
<th>Method of identification</th>
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| **Qualifications:**  
Educated to A Level standard – with a minimum of 2 A-Levels (or equivalent) | Essential | Application/Certificates |
| Good knowledge of the subject either through qualification or attendance on a relevant course (eg BIAL Legal Materials) | Essential | Application/Certificates |
| A degree or postgraduate library qualification | Desirable | Application/Certificates |
| ECDL or equivalent IT qualification | Desirable | Application/certificates |
| **Proven Experience:**  
Experience of helping library users, including information retrieval | Essential | Application/Interview |
| Experience of library work carried out at a paraprofessional level | Essential | Application/interview |
| Experience of working with automated library systems for circulation, cataloguing and classification | Essential | Application/Interview |
| Experience of dealing with the public and with difficult customers | Essential | Application/Interview |
| Experience of delivering user education to groups | Essential | Application/Interview |
| **Delivering academic and service excellence:**  
Excellent communication skills | Essential | Application/Interview/Test |
| Computer literacy | Essential | Application/Interview/Test |
| Accurate work with attention to detail | Essential | Application/Interview |
| **Managing self and inspiring others:**  
The ability to prioritise own work and use resources effectively | Essential | Application/Interview |
| Ability to work under pressure | Essential | Application/Interview |
| **Working together:**  
Flexible and capable of working individually or as part of a team | Essential | Interview |
| **Organisational and stakeholder awareness:**  
Ability to explain and demonstrate sources of information clearly, for various levels of user competence | Essential | Application/Interview |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.  
**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.
UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT
LEARNING AND INFORMATION SERVICES
ASSISTANT SUBJECT LIBRARIAN - LAW
FIXED TERM CONTRACT UNTIL 26TH JUNE 2015

SALARY SCALE
University Scale OS5, points 15 - 18, £20,198 - £22,029 per annum payable monthly in arrears.

RESIDENCE REQUIREMENT
It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

HOURS OF WORK
Monday to Thursday 9.00am - 5.30pm
Friday 9.00am - 4.30pm (less one hour for lunch each day)
A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT
22 days per annum (pro-rata during the commencement and cessation years), rising to 27 days after five years' continuous service. Two extra statutory days per annum during the Christmas period.

MEDICAL EXAMINATION
Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES
Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

PENSION SCHEME
The University operates two pension schemes for support staff:
- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by Friends Life.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.
All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY
The University operates a No-Smoking policy.

PROBATIONARY PERIOD
A nine months' probationary period applies to all University posts.
CLOSING DATE
Candidates should apply for this vacancy via our online recruitment website (https://jobs.chester.ac.uk/wrl/) by Wednesday 28th January 2015 quoting reference number HR14149.