

**Job Description for the post of
Weekend Learning and Information Assistant (Ref: IS08/18)**

1. General Details

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|------------------|---|
| Job title: | Weekend Learning and Information Assistant |
| Location: | Information Services |
| Normal Workbase: | Stafford Campus |
| Tenure: | Fixed term for up to 6 months |
| Salary: | Grade 3, currently £15,216 - £17,519 per annum pro-rata |

2. Job Purpose

To assist in the operation of the Library within one or more of the functional teams over weekends and limited periods in the week including occasional late evenings.

3. Relationships

Responsible to: Team Leaders within one or more of the functional teams within the service

4. Main Activities

- i. To assist in the operation of the issue and return of learning resources, user registration systems and related clerical and operational routines using a computing system
- ii. To undertake financial routines including the selling of educational materials to library users and the accurate handling of financial transactions.
- iii. To shelve or re-shelve learning resources including the routine tidying and organisation or relocation of resources
- iv. To perform under supervision the routine preparation of orders for new resources and the maintenance of order and expenditure records using computing systems
- v. To record receipt of learning materials and process such resources as required
- vi. To assist in resources management including checking learning resources using computerised databases, internet/WWW, CD-ROM and other electronic means with appropriate supervision and training
- vii. To add local information to bibliographic records (digital and print) using appropriate computing or manual systems
- viii. To answer general enquiries from users entering the library including the use of the LMS PAC, and when required, using appropriate referral procedures for more complex enquiries
- ix. To operate general equipment such as photocopying machines, Audio visual and related media equipment as required.
- x. To provide basic IT support to users using PCs in the library
- xi. To assist in the maintenance of learning resource areas as an appropriate environment for study and research.
- xii. To have a commitment to the provision of high quality customer care
- xiii. To undertake continuous personal development including relevant staff development activities, developing new skills and competencies to meet the changing needs of the service.
- xiv. To perform other miscellaneous clerical duties

- xv. To perform other reasonable duties as may be required by the Director of Information Services or team leaders.

5. **Person Sought**

| <u>Qualifications and Experience</u> | <u>Essential</u> | <u>Desirable</u> |
|---|------------------|------------------|
| • Good general education | J | |
| • Minimum of 2 GCSEs (Maths/English) | | J |
| • Numerate and literate | J | |
| • Previous experience of working in a team | | J |
| • Use of equipment (photocopiers/AV related) | | J |
| • Previous library / information experience | | J |
| • IT systems knowledge and understanding | | J |
| • Previous experience of working in a customer related environment | J | |
| <u>Skills and Competencies Required</u> | | |
| • IT skills (basic knowledge of PC and keyboard) | J | |
| • Ability to work in a pressured environment | J | |
| • Customer focussed | J | |
| • Ability to work independently when required | J | |
| • Good interpersonal skills | J | |
| • Ability to deal with difficult customers | J | |
| • Ability to communicate well in writing | J | |
| • Effective team skills | J | |
| • Good communication skills | J | |
| • Ability to communicate well with staff at all levels | J | |
| • Flexible approach | J | |
| • commitment to the University's mission and delivery of the University Plan | J | |
| • a willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University | J | |
| <u>Other</u> | | |
| • Preferably a car driver with full licence and access to own car | | J |
| • Must be physically fit with the ability to move trolleys, reach top shelves and carry books and learning resources | J | |

6. **Special Conditions**

§ This position is part-time working 18 ½ hours per week for 35 weeks per year. Hours of work will consist of two evenings every week (3pm – 8pm) and Saturday and Sunday afternoon (12.45pm – 6.00pm) on a rota basis working 4 weekends out of 5.

§ Whilst the post is based at the Stafford campus, the postholder may be required to work at other sites of the University on a regular basis.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 18 AUGUST 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

| Grade | Number of Days Worked per Week* | | |
|----------|---------------------------------|----|----|
| | 4 | 5 | 6 |
| One | 24 | 29 | 35 |
| Two | 24 | 29 | 35 |
| Three | 24 | 29 | 35 |
| Four | 26 | 32 | 41 |
| Five | 26 | 32 | 41 |
| Six | 26 | 32 | 41 |
| Seven | 30 | 37 | 45 |
| Eight | 30 | 37 | 45 |
| Nine | 30 | 37 | 45 |
| Ten | 30 | 37 | 45 |
| Eleven | 30 | 37 | 45 |
| Twelve | 30 | 37 | 45 |
| Thirteen | 30 | 37 | 45 |
| Fourteen | 30 | 37 | 45 |

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.