

Job title	SENIOR LIBRARY ASSISTANT
Grade	5
Salary range	£24,049 to £27,047 per annum
Staff Group	Assistant Staff
Department / Institution	Faculty of Divinity

Role-specific information

Key Responsibilities

Running the Voyager issue system	15%
Training readers and invigilators in the use of on-line resources, and other library procedures (both one-to-one and through induction sessions and tours) and bibliographic enquiries	20%
Cataloguing and processing new material and maintaining appropriate records, plus administrative procedures concerning periodicals	15%
Maintaining electronic resources such as the library's CamTools site and on-line reading lists	15%
Maintaining the Library's web pages on the Faculty website	10%
Stock-checking, shelving and general maintenance of the book stock, including a pre-1800 archive collection	15%
Creating and updating library guides, posters and support material	5%
Overseeing the use by readers of the library photocopier, expediting the weekly cashing up of fines and photocopying payments, and other administrative procedures.	5%

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	Library qualification essential & Bachelors degree preferable.
Specialist knowledge & skills	Computer literacy and familiarity with automated systems are essential. Existing expertise with the Voyager system would be an advantage.
Interpersonal & communication skills	Excellent interpersonal skills and a friendly, helpful manner are essential.
Relevant experience	At least 3 years working in a library.
Additional requirements	A demonstrable interest in the subject areas of the Library would be an additional advantage.

Terms and Conditions

Location	Library, Faculty of Divinity
Hours of work	The normal hours of work are 08.50 to 17.05, Monday to Friday, with an hour's lunch break (usually 12.45 to 1.45)
Length of appointment	Permanent
Probation period	6 months
Annual leave	36 days including public holidays
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS). Pension scheme details are available on our web pages at: http://www.admin.cam.ac.uk/offices/pensions/schemes.html . Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Pre-employment Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

This role requires a health screening. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University.

Application Procedures

Please return a completed CHRIS/5 Application for Employment form (Part 1 & 3 only, not Part 2) and your Curriculum Vitae (CV) by **25 November 2013** to Dr P. Dunstan via email to librarian@divinity.cam.ac.uk or via post to The Faculty of Divinity Library, West Road, Cambridge CB3 9BS. If you send any additional documents which have not been requested, we will not be able to consider these as part of your application.

Interviews

It is hoped that interviews will be held on **Thursday 5 December 2013**.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

Faculty of Divinity

The Faculty of Divinity has 23 University Teaching Officers who teach and undertake research in Theology and Religious Studies. The Theological and Religious Studies Tripos is a three-year undergraduate course with about 180 students in the three years. There is also a one-year course for the postgraduate Diploma in Theology and Religious Studies and a one-year course for the M.Phil. in Theology and Religious Studies. The Faculty is responsible for about 100 research students.

The Library of the Faculty of Divinity serves not only the Faculty's own undergraduates, graduates, and teaching and research staff, but also students from other disciplines and visiting scholars. It has around 56,000 monographs, 3,000 volumes of periodicals and 2,000 pamphlets plus some electronic media items. They cover a wide range of subjects relevant to the study of religion. It is housed in a purpose-built circular library at the top of the new building opened in 2000. It is a busy library with about 40,000 loans per year.

The negotiations are in progress for the Library to be affiliated to the University Library on 1 August 2015, as part of the creation of a university-wide library service being rolled out over the next few years.

Staffing

The full-time Librarian is Dr Petà Dunstan. The part-time Library Assistants are Mrs Jillian Wilkinson & Mrs Jane Thorpe, who alternate mornings in Full Term. There are also several invigilators drawn from the student body, who are on a rota covering 5pm-6pm in Full Term.

Library Opening Hours

Full Term: 9 am - 6 pm, Monday to Friday.

Vacation: 9 am - 12.55 pm; 2 pm - 4.30 pm, Monday to Friday.

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University [Accommodation Service](#) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation. You may find the pages at www.internationalstaff.ac.uk helpful in planning a relocation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central [University induction event](#), local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A [wide-range of training courses](#) and online learning packages.
 - The [Staff Review and Development \(SRD\) Scheme](#), which is designed to enhance work effectiveness and facilitate career development post-probation.
 - [Leave for career and personal development](#), including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The [CareerStart@Cam programme](#), which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - [Reduced staff fees](#) for University of Cambridge graduate courses.
 - The opportunity to attend [lectures and seminars](#) held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.admin.cam.ac.uk/offices/hr/staff/>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

Information if you have a Disability

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time. If you wish to discuss any special arrangements connected with a disability, please contact, Dr Peter Harland, who is responsible for recruitment to this position, by email on administrator@divinity.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.