



Robinson College

Library and Archive Assistant - part time

CANDIDATE INFORMATION PACK

CLOSING DATE: THURSDAY 16
MAY 2024 AT 9AM



About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Library and Archive Manager

Purpose of the job:

- Working across both the library and the archive, under the direction of the Library and Archive Manager, to assist and support all aspects of the management, development and promotion of library and archive services to all members of the College and external visitors.
- Develop a thorough knowledge of library and archive collections, systems and services.
- Demonstrate high accuracy levels and strong attention to detail in all aspects of the role.
- Demonstrate self-motivation and self-reliance along with collaborative working practices.

SALARY AND CONDITIONS



- Part Time, 18 hours per week
- Permanent
- £29,073 FTE per annum

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts –incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria



KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES:

The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly basis.

1.1 Ensuring the library environment is effectively organised, tidy and well managed on a daily basis, including the shelving and care of library books and management of lost property

1.2 Using the Alma library management system for circulation and cataloguing (full training will be given)

1.3 Helping users with a range of routine enquiries including troubleshooting IT and printing problems

1.4 Contributing to small displays and larger exhibitions of library and archive related materials

1.5 Accessioning, listing, boxing, labelling, cataloguing and processing archive materials

1.6 Supervision of archive visitors including the retrieval and return of items from the Archive store.

1.7 Digitisation and scanning of materials

1.8 Assisting with special projects such as the reorganization of stock or stocktaking

1.9 Helping with start-of-year inductions

1.10 Creating content for social media channels and publicity materials

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To be ready to commence duties at the appointed time.

2.2 To remain on duty, productively working, until the appointed finishing time.

2.3 To attend work as scheduled.

2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.

2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code, if applicable.



3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:

Willingness and enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.

3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.

3.3 To listen carefully to instructions and to carry them out as directed.

3.4 To check if you have not clearly understood what is required of you.

4. PRODUCT/TECHINICAL KNOWLEDGE:

The knowledge and experience required to carry out this job to the expected standard.

4.1 To undertake training as required in order to develop and improve your knowledge and expertise.

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other departments' services and products and this department's services and products.

5. ATTITUDE & BEHAVIOUR:

Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To empathise with the individuals within the team to form positive relationships.

5.2 Positively participate to help create a good team atmosphere.

5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

5.4 Honest and trustworthy. Pleasant in nature.

5.5 Keep your line manager advised of matters which may affect the smooth running of the department.

5.6 Demonstrate an understanding of other departments' requirements and be supportive and helpful to them.



6. HEALTH & SAFETY & OTHER LEGAL ASPECTS:]

The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

6.2 Report any hazards that you observe.

6.3 Adhere to the Health & safety policy and procedures at all times.



PERSON SPECIFICATION



CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING	Degree Good level of competency with Microsoft Word, Excel and databases	
WORK EXPERIENCE	Keen interest in working with archive and library collections	Previous experience working in a library or archive Experience of working in an Oxbridge College.
INTELLIGENCE APTITUDE ATTITUDE	Quick and efficient learner of new processes and routines. After training able to carry out duties with a minimum of supervision. Accuracy and reliability, high attention to detail in tasks. Able to use own initiative and prioritise tasks effectively Able to make quick decisions as to whether they are capable of answering specific enquiries, and if not, pass the enquiry onto the appropriate person. Flexibility and openness to change.	
PERSONALITY INTER-PERSONAL SKILLS	Excellent interpersonal skills consisting of a friendly and helpful approach and manner. Customer service skills. Good oral and written communication skills. Good time management skills.	Pragmatic “hands-on” approach.
CIRCUMSTANCES	Comfortable and able to physically handle books and book trolleys, bending down and reaching up and down when shelving.	

HOW TO APPLY

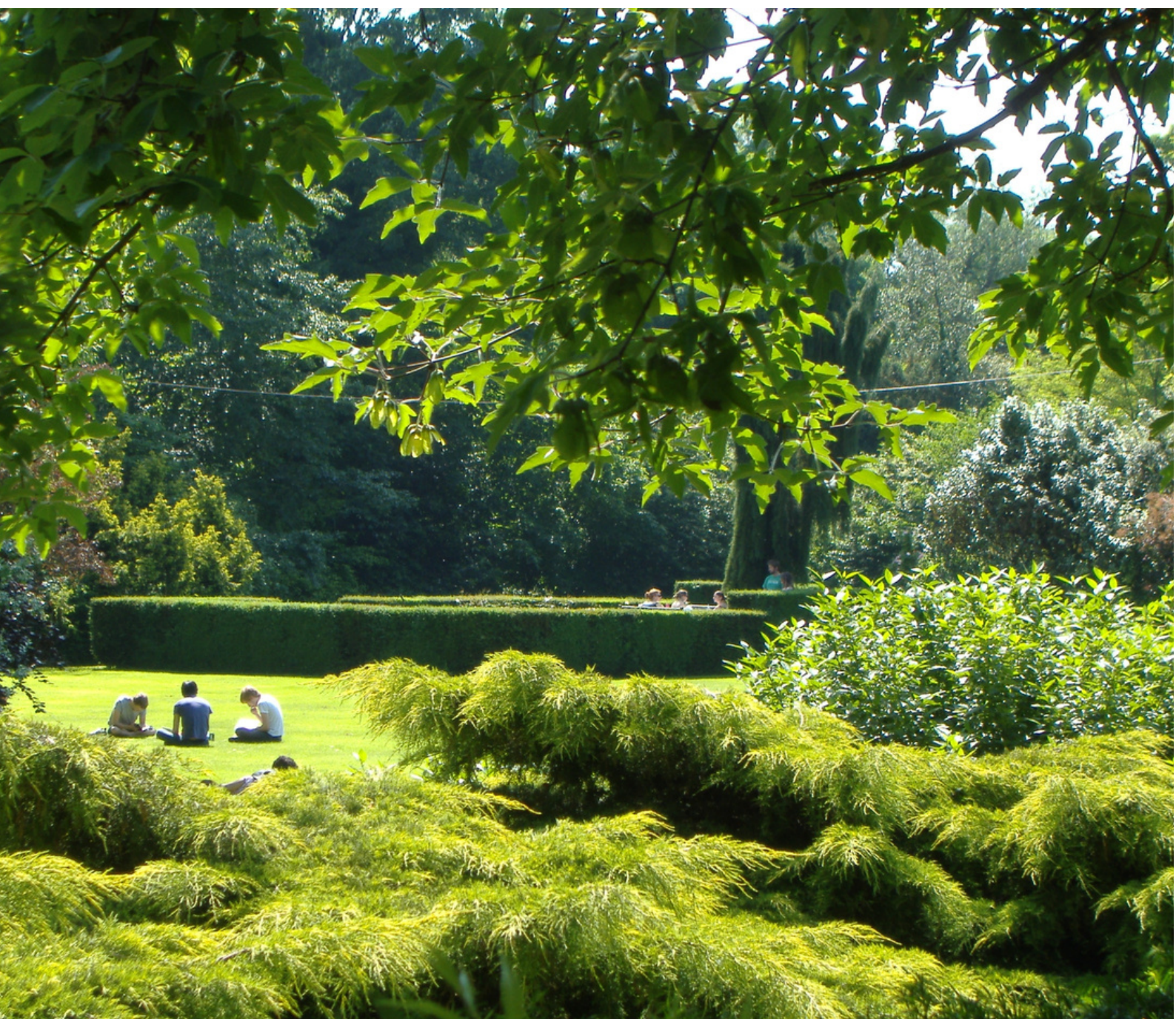


To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications: **Thursday 16th May at 9am**

Interview date: **Week commencing 27th May TBC**

For further information and to discuss the role please contact Judith Brown on 01223 339124, or email jab202@robinson.cam.ac.uk





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careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk