CANDIDATE INFORMATION PACK

CLOSING DATE: 31 JULY 2023
INTERVIEWS: 8 AUGUST 2023
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.

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 in the provision of efficient library and archive services to all members of the College and external visitors.

- Develop a thorough knowledge of library and archive collections and of the services offered to users.

- To demonstrate high accuracy levels and strong attention to detail in all aspects of the role.

- To demonstrate courtesy, friendliness and excellent customer service skills at all times.

SALARY AND CONDITIONS

- Part time, 16 hours per week working over 2-4 days
- Salary FTE £24,552, 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
- 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
- Cycle to Work scheme
- Training and development opportunities
- Wellbeing support and advice
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus
- Exercise space for a small termly charge
- Staff social club events throughout the year
1. TASK LIST AND RESPONSIBILITIES:
The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1 Helping users with a range of enquiries in the library
1.2 Using the Alma circulation system for library loans (full training will be given)
1.3 Troubleshooting printer problems and helping users with IT
1.4 Maintaining notice boards and book displays around the library
1.5 Contributing to small displays and larger exhibitions of library and archive related materials
1.6 Supervision of archive visitors including locating and re-shelving archive materials
1.7 Digitization and scanning of materials
1.8 Cataloguing materials on both the Library and Archive systems (full training will be given)
1.9 Book processing and collections care
1.10 Reshelving Library stock in the absence of the Library Assistant
1.11 Helping with start-of-year library induction

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/TECHNICAL 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.
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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Education &amp; Training</td>
<td>Educated at least to A level standard. Good computer user with IT skills (familiar with Microsoft Word and Excel)</td>
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<td>Previous experience working in a library or archive.</td>
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<td>Experience of working in an Oxbridge College.</td>
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<td>Work Experience, Skills &amp; Knowledge</td>
<td>Desire to work with archive and library collections.</td>
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<td>Intelligence/ Aptitude/ Attitude</td>
<td>Quick and efficient learner of new processes and routines.</td>
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<td>After training able to carry out duties with a minimum of supervision.</td>
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<td>Accuracy and reliability, high attention to detail in tasks.</td>
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<td>Able to use own initiative and prioritise tasks effectively</td>
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<td>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.</td>
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<td>Flexibility and openness to change.</td>
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<td>Personality, interpersonal skills</td>
<td>Excellent interpersonal skills consisting of a friendly and helpful approach and manner.</td>
<td>Pragmatic “hands-on” approach.</td>
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<td>Customer service skills.</td>
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<td>Good oral and written communication skills.</td>
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<td>Good time management skills.</td>
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<td>Circumstances</td>
<td>Comfortable and able to physically handle books and book trolleys, bending down and reaching up and down when shelving.</td>
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HOW TO APPLY

For further information please contact Judith Brown 01223 339124, jab202@robinson.cam.ac.uk

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: Monday 31 July 2023, 9am

Interviews will be held on: Tuesday 8 August 2023