

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Librarian</b>
<b>Location:</b>	Cliff College, Calver, Hope Valley, Derbyshire S32 3XG
<b>Responsible to:</b>	Academic Director
<b>Internal relationships:</b>	Operations Director, Academic staff, Programme Administrators

**Purpose and Objectives:** To manage and oversee the library at Cliff College

### **Main Responsibilities**

1. The overall management of the College library and study rooms
2. To manage the library management system, databases and electronic resources
3. To catalogue and classify new acquisitions and archival items
4. To plan and deliver student induction and training
5. To undertake the purchasing of books, e-books, journals and e-journals, in collaboration with the Academic Director and members of Faculty
6. To oversee the library budget
7. To organise and supervise volunteers
8. To advise students and staff on copyright compliance and coordinate returns to the Copyright Licencing Agency
9. To facilitate the Library Committee
10. To complete any other reasonable duties, as required by your line manager

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
<b>Education and Training</b>	Degree in Library and Information Management or a first degree and experience of working in a library setting	Membership of CILIP	A, Q, I
	Evidence of ongoing professional development		A, I
<b>Proven Ability</b>	Experience of working in a library	Experience of working in an academic library	A, I
	A working knowledge of the Dewey Decimal Classification scheme		A, I
	Experience of dealing with face-to-face, phone and email enquiries	Experience of supporting students in finding and using academic resources	A, I
	Computer literate, with ability to work effectively with Microsoft Office and a range of other applications	Experience of database management	I, E
<b>Special Knowledge and Skills</b>	Good planning and organisational skills and the ability to work to deadlines		A,E
	Good communication and interpersonal skills, both verbal and in writing, and to work as an effective member of a team		A, I
	Ability to organise yourself efficiently, flexibly and collaboratively		A, I
	Ability to maintain confidentiality and discretion		
<b>Special Qualities or Aptitudes</b>	Fully in sympathy with and supportive of the ethos and charisms of Cliff College		A, I
	Willing to play an active role in the life of the Cliff Community		A, I

Evidence: A - Application Form; I - Interview; E - Exercise; Q - proof of qualification

## TERMS AND CONDITIONS

<b>Terms of appointment</b>	Permanent
<b>Hours of Work:</b>	17.5 hours per week
<b>Remuneration:</b>	£22-£24,000 per annum, pro rata, dependent upon experience
<b>Health and Safety</b>	The post holder will be subject to Cliff College's Health and Safety policy
<b>Equal Opportunities</b>	The post holder will be subject to Cliff College's Equal, Diversity & Inclusion policy
<b>Physical Conditions</b>	Office in the library at Cliff College
<b>Disclosure:</b>	Due to the nature of this post, appointment will be subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS)
<b>Work Permit:</b>	Appointment will be subject to documentary evidence of the right to live and work in the UK
<b>Holiday Entitlement:</b>	Your holiday entitlement is dependent on your years of service: Years 1-4: 25 days annual leave + 8 bank holidays = 33 days; Years 5-9: 28 days annual leave + 8 bank holidays = 36 days; Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days.  Part-time staff receive a pro rata holiday entitlement.  All Cliff College staff are required to work the second May bank holiday as this is Cliff Festival
<b>Sick Pay:</b>	Entitlement in accordance with Cliff College's sick policy
<b>Pension:</b>	There is a defined contribution pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months