

***POST TITLE:
LIBRARY ASSISTANT***

***VACANCY REFERENCE NO:
21-22/03/12***

***CLOSING DATE:
12 NOON, MONDAY 28TH MARCH 2022***

JOB DESCRIPTION

Coleg Sir Gâr
Graig Campus
Sandy Road
Llanelli
Carmarthenshire
SA15 4DN
Tel : (01554) 748154
Fax : (01554) 748097

JOB DESCRIPTION

POST:	Library Assistant
REF:	21-22/03/12
SALARY:	APT&C Conditions of Service Scale 2/3 £19,598 rising to £21,360 per annum
HOURS PER WEEK:	37 hours per week Currently Monday-Thursday 8.45 - 5.00 and Friday 8.45 - 4.30. Working pattern is dependent on the needs of the learner and will be reviewed annually but may include some evenings.
WEEKS PER ANNUM:	Term time only
BASE CAMPUS:	Ammanford Campus (3 days) (2 days per week will be at Graig campus but flexibility to work at other College libraries will also be required)
RESPONSIBLE TO:	Library Services Manager / College Librarian
COMMENCEMENT DATE:	To Be Confirmed
TEMPORARY/PERMANENT:	Permanent

1. INTRODUCTION

The Board of Directors of Coleg Sir Gar and Coleg Ceredigion are committed to appointing the very best staff who achieve excellence in their work. Working to the values and behaviours that underpin the strategic plan and business of the institution, the College seeks staff that display creativity and innovation, whilst driving their own performance, and the performance of others, to provide the very best experience and service to learners.

The college wishes to employ a Library Assistant which is a varied and interesting role working as part of a busy functional area. The post provides an exciting and challenging opportunity for a pro-active, flexible and innovative person.

There are Libraries at six out of the college's seven campuses offering a wide range of electronic resources as well as a substantial book stock. They provide a service to students who are following a variety of further and higher education courses. The ideal candidate will need to enthuse and support a diverse range of learners in the use of all resources and the development of their wider digital and study skills. The role is very varied and will include supervision of learners who are working in the library, undertaking work concerned with the provision and maintenance of learning materials and IT applications, assisting with the provision of an enquiry service to include the use of electronic information sources along with other library related tasks. Excellent communication and interpersonal skills are required along with an eye for detail and meticulous administrative skills. The successful candidate will be required to put the learner at the centre of all that they do.

2. **SPECIFIC RESPONSIBILITIES**

The Library Assistant will be expected to help with aspects of the local management of the Campus Library to provide an efficient service for all staff, learners and visitors.

This will include:

- 2.1 Effectively managing learner behaviour within the library to provide an environment conducive to study and consistent with other Campus libraries
- 2.2 The provision of a knowledgeable frontline library enquiry service to all
- 2.3 Becoming competent in the use of the library management system with meticulous attention to detail
- 2.4 Providing support with IT, printing/copying and general library tasks to include shelving, stock selection and review, stocktaking, ordering, classification and cataloguing using the library management system
- 2.5 Becoming confident and autonomous in the use of resources and use these skills to support users when answering research and study requests (using face to face, telephone and online communication)
- 2.6 Encouraging users to develop their own research skills and knowledge
- 2.7 The creation of materials to support and promote a wide range of services including posts for social media.
- 2.8 Contributing to the branding, marketing and promotion of the Library Service as appropriate, ensuring effective, professional and positive communication with all library service users.
- 2.9 The ability to follow procedures with accuracy and attention to detail at all times
- 2.10 Cash handling and banking in accordance with the College financial procedures
- 2.11 Deputising for the College Librarian when required and where appropriate.
- 2.12 Reflecting on own professional development, undertake courses and attend training relevant to the role
- 2.13 The ability to ask for guidance where appropriate
- 2.14 Regularly working across other campus libraries
- 2.15 Any other duties as may reasonably be required of you by the Principal/Chief Executive, commensurate with your grade.

3. GENERIC RESPONSIBILITIES

The Library Assistant will be expected to:

- 3.1 ensure that appropriate steps are taken to:
 - implement College policies and procedures with respect to equal opportunities
 - adhere to approved disciplinary and grievance procedures
 - implement and monitor Health and Safety requirements
 - comply with the College's Financial Procedures.
- 3.2 implement agreed measures to monitor and improve the quality of experience for students.
- 3.3 work with the College Librarian to ensure that the College meets its aims and objectives, quality standards and performance targets, as detailed in the Strategic Plan.
- 3.4 adhere to the Welsh Language Standards as appropriate for the libraries.
- 3.5 any other duties as may reasonably be required of you by the Principal/Chief Executive commensurate with your grade

4. PERFORMANCE REQUIREMENTS

- 4.1 **Pre-entry Qualifications and Experience**
 Appropriate qualifications and experience at least Level 3
 In order to progress to APT&C Scale 3 a job specific Foundation Degree must (if not already held) be obtained. Assistance will be given to candidates to obtain this qualification within staff development rules within Coleg Sir Gar.
 - IT skills

- customer service skills
- ability to work to tight deadlines with accuracy and attention to detail

4.2 **Training Period**

Appropriate training will be given to all new employees.

4.2 **Contacts and Relationships**

- to report to the Library Services Manager, College and Campus Librarian
- to liaise with the Principal, Executive, members of staff and Learners.

5. **PERSON SPECIFICATION**

5.1 **Qualifications:**

Relevant qualification, at level 3 **Essential**

GCSE English or O Level Minimum Grade C or (CSE Grade 1 equivalent) **Essential**

GCSE Mathematics or O Level Minimum Grade C or (CSE Grade 1 equivalent) **Essential**

ECDL or other IT Level 2 qualification **Desirable**

Progression to APT&C Scale 3 will be subject to completion of relevant Foundation Degree **Desirable**

5.2 **Experience:**

Competence in the use of a range of IT packages including Microsoft Word and Excel or Google Suite **Essential**

2 years employed customer service role **Essential**

2 years relevant experience of working in a library **Desirable**

Experience of using a Library Management System **Desirable**

Experience of using photocopiers and other office equipment **Desirable**

Experience in using Social Media platforms **Desirable**

5.3 **Personal Attributes:**

Good communicator with diplomacy and tact **Essential**

Good interpersonal and organisational skills **Essential**

Ability to work with accuracy **Essential**

Excellent customer support skills **Essential**

Ability to work harmoniously with colleagues and learners **Essential**

Ability to work under pressure and to tight deadlines **Essential**

Good presentational skills **Essential**

Ability to problem solve, either alone or within a team **Essential**

High degree of self-motivation **Essential**

Excellent telephone manner **Essential**

'Hands on' approach and willingness to learn new skills **Essential**

Has a committed, positive approach to colleagues and library users **Essential**

Shows enthusiasm for all tasks and responsibilities and promotes a positive image of the Library **Essential**

Shows initiative for new technologies and able to apply logic and good problem solving skills when faced with new problems **Desirable**

Able to demonstrate initiative when faced with problems/scenarios **Essential**

Able to plan, schedule and monitor own work to meet the requirements of the customers **Essential**

5.4 **Other:**

Able to travel as needed to fulfill the requirements of the post **Essential**

Able to work flexibly including evenings where required **Essential**

5.5	Welsh Language:	Welsh Oracy (Listening/Speaking)	Level 2
		Welsh Literacy (Writing/Reading)	Level 2
		(See detailed Language Level Descriptors attached)	

6. **NOTES**

- 6.1 As a condition of your employment, you may be required to undertake such other reasonable duties commensurate with your grade, as requested by the Principal.
- 6.2 This job description is valid as of 14 March 2022. It is the practice of the College to examine employees' job descriptions periodically and update them to ensure that they relate to the job being performed, or to incorporate whatever changes are agreed.
- 6.3 This job description is intended to define an outline of the broad requirements and not the total definition of the job.
- 6.4 As a requirement of your employment, you are required to be appraised as agreed within the Coleg Sir Gâr Appraisal Scheme.

Persons are welcome to apply for posts in Welsh and applications made in Welsh will not be treated less favourably than an application made in English.

LANGUAGE LEVEL DESCRIPTORS

	LEVELS	ORACY	LITERACY		APPLICATION FORM
		Listening/Speaking	Writing	Reading	
Welsh essential	Level 4 High	<ul style="list-style-type: none"> CAN lead and contribute effectively to lectures/meetings and seminars/tutorials CAN handle complex or contentious issues with specialist knowledge. CAN understand idiomatic expressions and colloquialisms. CAN present a clear, smoothly flowing descriptions or argument 	<ul style="list-style-type: none"> CAN make full and accurate notes (inc. PowerPoint) and continue to participate in a lecture/meeting or seminar CAN write clear, smoothly flowing text in an appropriate style CAN write complex letters, reports or articles CAN write summaries and reviews on professional matters 	<ul style="list-style-type: none"> CAN understand correspondence expressed in non-standard language CAN understand reports and articles, including complex ideas expressed in complex language CAN read all forms of written language including specialised texts such as handbooks, course work, assessments, assignments and dissertation papers. 	Good
	Level 3 Intermediate	<ul style="list-style-type: none"> CAN contribute to lectures and meetings CAN argue for or against a case CAN take and pass on most messages CAN understand extended speech & lectures CAN follow complex lines of argument CAN interact with a degree of fluency and spontaneity that makes interaction with first language speakers possible. CAN present clear, detailed descriptions on a wide range of subjects 	<ul style="list-style-type: none"> CAN deal with all routine requests for information or services. CAN write clear, detailed text on a wide range of subjects related to his/her subject/interests. CAN write an essay or report, passing on information or giving reasons in support of or against a particular point of view. 	<ul style="list-style-type: none"> CAN understand most correspondence, reports and factual product literature CAN read articles/reports 	
	Level 2 Basic	<ul style="list-style-type: none"> CAN describe simple experiences and events CAN give simple opinions and plans CAN state simple requirements CAN ask/answer simple questions CAN offer simple advice to clients CAN understand main points of discussion CAN enter unprepared into conversation 	<ul style="list-style-type: none"> CAN make simple notes at a meeting or seminar where the subject matter is familiar and predictable. CAN write simple connected texts on familiar topics CAN exchange information on familiar topics and activities 	<ul style="list-style-type: none"> CAN understand non-routine letters and reports/articles CAN understand text that consist mainly of high frequency everyday work related language CAN understand simple short reports or product descriptions on familiar matters 	Fair
Welsh desirable	Level 1 Entry	<ul style="list-style-type: none"> CAN use and recognise simple phrases and sentences CAN handle very short interactive exchanges but not enough to keep the conversation going CAN take and pass on simple messages 	<ul style="list-style-type: none"> CAN write a simple routine request to a colleague CAN write a short note to a colleague CAN write short, simple notes and messages CAN fill in forms with simple details 	<ul style="list-style-type: none"> CAN understand and read very short, simple texts CAN find specific, predictable information in simple everyday material such as advertisements, prospectuses and timetables 	Poor

	Level 0	▪ No Welsh language skills at all	▪ No Welsh language skills at all	▪ No Welsh language skills at all	None
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MAIN CONDITIONS OF SERVICE

ADMINISTRATIVE, PROFESSIONAL, TECHNICAL AND CLERICAL STAFF (APT&C)

1.	Post Grade:	Appointments will be made to the initial point of the scale indicated in the Job Description. Employees receive an additional increment every April until the maximum point on the scale is reached.
2.	Payment of Salary:	Monthly by credit transfer into a bank or building society account.
3.	Leave Entitlement:	For a <u>full time</u> employee the basic leave entitlement is 28 days per annum, rising to 32 days after 5 years service. Eight statutory bank holidays, and five additional days which are fixed by the college. This entitlement is applied pro rata for part time employees. Holiday year September to August. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years, in some exceptional cases up to 5 days (pro rata) may be rolled forward by agreement of the Principal. NB. All staff working term time only will be entitled to a pro rata payment in lieu of annual leave which will be taken outside of term time.
4.	Medical Assessment:	Your contract of employment will be subject to a satisfactory medical assessment. A medical examination will only be necessary if deemed advisable by the College Medical Advisor.
5.	DBS (Disclosure & Barring Service) Check:	Your contract of employment will be subject to a Disclosure & Barring Service (DBS) check (which may include spent convictions under the Rehabilitation of Offenders Act). Having a criminal record will not necessarily be a bar to obtaining a position within Coleg Sir Gâr, please refer to the Recruitment of Ex-Offenders Policy which is available on the Intranet or alternatively we will provide a copy on request. A copy of the DBS's Code of Practice can be downloaded at http://www.homeoffice.gov.uk or alternatively we will provide a copy on request.
6.	Pension:	You will automatically become a member of the Local Government Pension Scheme unless you choose otherwise. If you elect not to be a part of the scheme you must complete the appropriate opt out form available from the Dyfed Pension Fund. There will be a range of contribution rates between 5.5% & 7.5% dependent on your Full Time Salary for Pension purposes.
7.	Period of Notice:	One month.
8.	Probationary Period:	The appointment is subject to a term of probation of 6 months.
9.	Vehicle Insurance:	It is a condition of your employment that any motor vehicle insurance policy that you have, or covers your driving activities, for or in relation to the College expressly indicates that you are covered for Business Use.
10.	Smoking Policy:	Coleg Sir Gâr has a No Smoking Policy.
11.	Sickness Payment:	The sickness pay scheme provides allowances based on length of service, with a maximum of 6 months full pay and 6 months half pay after 3 completed years' service.
12.	Health & Safety:	<p>Coleg Sir Gâr accepts its obligations under the Health and Safety at Work Act 1974 for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.</p> <p>A further objective is to involve everybody at the workplace – management and employees – and to create an awareness of the importance of achieving high standards of health and safety.</p>

All employees must be aware of their duties to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work and to co-operate with College in meeting its statutory duties.

The College has issued a general statement of health and safety policy which sets out the aims and objectives for improving health and safety at work.

These are provisional terms & conditions and may be subject to change.

POST: LIBRARY ASSISTANT

◆ Should you wish an acknowledgement of receipt of your application form, please complete the tear off slip below and return with a SAE.

◆ Please note that if you are shortlisted for interview the college will take up references prior to interview, unless a request not to do so is clearly made on the application form.

◆ If you have not received correspondence from the College by April 2022 you may assume that you have not been considered to be a shortlisted candidate. The College does not notify unsuccessful candidates.

Name:

Address:

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I wish receipt of the enclosed application form to be acknowledged and I enclose a SAE.