

Library Assistant, Digital Library Services

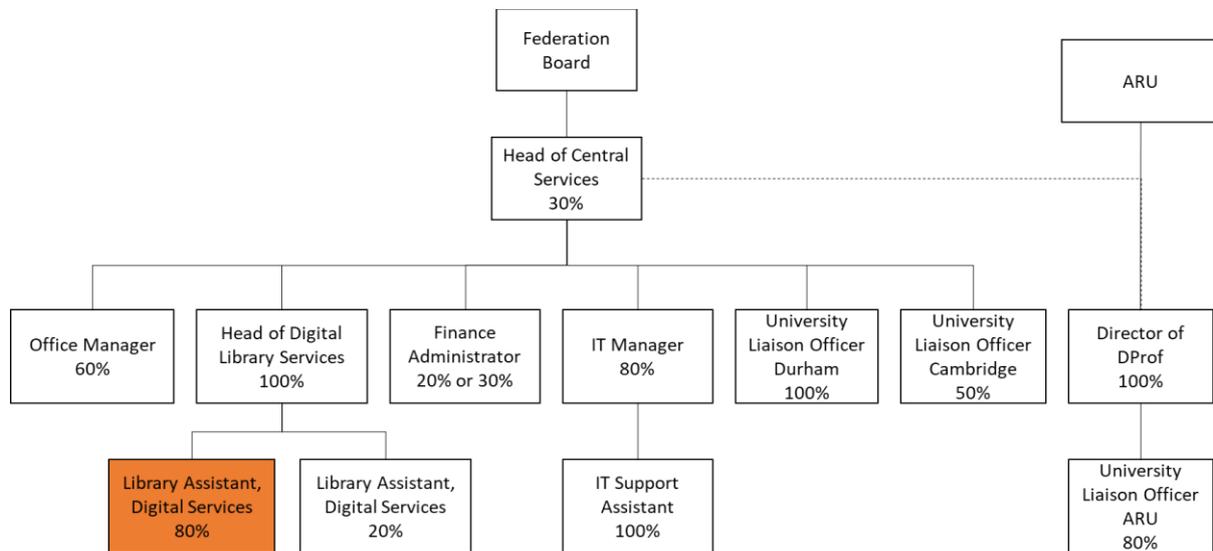
The Cambridge Theological Federation is looking to appoint a Library Assistant to join the central Digital Library Services team that provides support to the Federation’s students and staff.

The Federation

The Cambridge Theological Federation, formed in 1972, is an ecumenical collaboration between twelve colleges and institutions who teach theology in Cambridge. We are Cambridge’s third Higher Education Provider, teaching 300 students in Cambridge and around the world. The member institutions together fund the Federation and through it are able to offer their students access to degrees through Anglia Ruskin University, Durham University and the University of Cambridge. You can read more about the Federation at www.theofed.cam.ac.uk.

The team

The Federation employs a small central services team at its Bounds House office. In addition, the Federation has an academic staff team of over 80 people with relevant theological expertise to teach and supervise Federation students on our taught and research degrees. Most academic staff are members of one of the Federation Houses; others are retired or employed by another institution and are engaged to teach in their specialist areas.



The Federation’s central support team

Remuneration

The salary for this position is £18,204 (FTE £22,751).

Hours

This is a 0.8 post and so is for 32 hours a week. These hours can be worked flexibly in four full days or across five shorter days. Our services are provided Monday to Friday and we do not encourage staff to work after 6pm or before 8am.

Holiday

20 day (FTE 25) days holiday a year plus public holidays.

Pension

After you have successfully completed a three month probation period you will be entitled to join the pension scheme which includes:

- Employer pension contributions of 9.5% of salary
- No requirement for employee contributions
- Life cover funded by 0.5% of salary
 - Death in service benefit (a lump sum equal to twice final pensionable salary plus a pension to surviving spouse at the rate of one-half of the pension secured to the date of death)
 - Death in retirement benefit (a lump sum equal to the pension that would have been paid for the remainder of five years from retirement)

Other benefits

- We have a flexible working policy which gives you choice about your working hours and location. Some regular presence in the office is required for team meetings etc.
- Cycle to work scheme (interest free loan to purchase a bicycle)
- Free CamCard (local discounts and access to Cambridge libraries, colleges etc.)

We have some limited parking at the office but it is not guaranteed.

Application

To apply please email a CV and covering letter to jobs@theofed.cam.ac.uk.

You do not have to have any religious affiliation to work at the Federation, though it is important you are sympathetic to our aims.

Closing date: Midnight at the end of Sunday 3rd July 2022

Interview date: Wednesday 13th July 2022.

Job Description

Job Title: Library Assistant, Digital Services

Responsible to: Head of Digital Library Services

Main purpose of job:

To assist the Head of Digital Library Services in providing a digital Library service that supports the needs of the formal and informal programmes offered by the Federation. To advise and support the Federation's students and staff in the use of the Federation's digital library services.

Duties and responsibilities

- Enabling students and staff access to the library resources they are entitled to use, digitally and through provision of CamCards
- Providing live and recorded inductions to help students access library resources effectively
- Offering advanced resource search skills training
- Providing an email based email enquiry service during working hours
- Ordering, cataloguing and making new electronic resources available, in line with Federation and House purchasing policies
- Advising on copyright compliance and providing copyright clearance for required electronic resources, where possible.
- Setting up live reading lists for formal and informal courses within reasonable timescales
- Advising on digital collection development
- Acquiring and cataloguing printed books using the University of Cambridge ALMA system
- Scanning and uploading of chapters from printed books
- Support for quality assurance processes
- Assistance in the provision and management of library systems and resources, including
 - ALMA (Cambridge University's catalogue)
 - iDiscover (Cambridge University's search tool)
 - Hedwig (VLE) and eDiscover (CTF's search tool)
 - Church of England's Ministry Division Hub
 - ATLA and other databases of resources
- Liaison as necessary with Cambridge University Library staff and ARU Digital Library Services
- Any other tasks that might be reasonably required.

Team Duties

- Participate in weekly team meetings
- Share ideas for improvements
- Help other employees when you have spare capacity or time
- Help cover staffing shortfalls when required

PERSON SPECIFICATION

	Necessary	Desirable
Qualifications and training		
Education to A-Level or equivalent	Y	
Working experience in an academic library		Y
Experience in a customer service role		Y
Knowledge, skills and proven abilities		
Ability to self-start and prioritise tasks	Y	
Confidence in general computer use	Y	
Good interpersonal and team skills	Y	
Knowledge of library principles, systems and standards		Y
Values		
Commitment to providing the best possible service	Y	
Enthusiasm for learning new things	Y	
High customer service ethos	Y	
Good attention to detail	Y	
Punctuality, reliability and efficiency	Y	
Willingness to work in a team	Y	
Aspiration to focus on a career in academic libraries		Y