

Role Profile

Role Title	Library Assistant/ILT Support Advisor
Reporting To	Professional Librarian
Department	Customer Services
Pay Grade	Grade 3 £17,986 per annum
Version Date	June 2018

Role Purpose

To work as part of a team assisting professional staff and colleagues in providing a libraries and information service in the College, through duties of a general nature. To supervise student IT support within Hull College Libraries.

Key Responsibilities

1. Issue and discharge library materials and to maintain records of the issue, return, reservation and interloan of these materials.
2. Shelf library materials in the appropriate order & carry out servicing and minor repair work as necessary.
3. Issue overdue reminders in accordance with the appropriate procedure.
4. Maintain records of library materials, library usage and statistics.
5. Answer enquiries relating to the stock and services in the libraries.
6. Assist staff and students in the use of IT facilities and resources, including subscription-based and free electronic resources.
7. Ensure quality service provision through customer care, in support of the aims and objectives of library service delivery.
8. Receive, sort, package, label and despatch library and College materials and post.
9. Carrying out routine library tasks, registration of new readers; maintaining the appearance of the library, inputting of stock onto the library's automated management system.
10. Provide a document design and production service to the Library Team through the skilled use of Microsoft packages including Word, Publisher, Access, Excel, DTP packages and HTML.

11. Maintain and develop library website and related resources as advised by professional library staff.
12. Assist with stock ordering procedures, including updating financial records.
13. Liaise with internal staff and external providers as required.
14. Maintain adequate stocks of stationery and stores and contribute to the maintenance of records and statistics.
15. Process cash transactions in accordance with college finance procedures.
16. Carry out any other appropriate duties of a Library Assistant/ILT Support Advisor which may be determined.

Person Specification - Library Assistant/ILT Support Advisor

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Good background education including a level 2 qualification in literacy and numeracy or a willingness to obtain one.	✓		AF/CERT
To have or be working towards a recognised IT qualification	✓		AF/CERT
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent and relevant experience of work in a Library or related environment		✓	AF/IV
Computer literacy	✓		AF/IV/AT
Understands the essential functions of library work	✓		AF/IV/AT
Experience of computerised library systems		✓	AF/IV
Extensive customer service experience	✓		AF/IV
Experience using Microsoft packages, Word, Publisher, Access and Excel	✓		AF/IV/AT
Desktop publishing and/or web design experience		✓	AF/IV
Experience of library or information work		✓	AF/IV
Experience in a teaching or training environment		✓	AF/IV
Experience of computerised databases		✓	AF/IV
Web site management experience		✓	AF/IV
Understand latest education developments in FE/HE		✓	AF/IV
SKILLS AND ABILITIES			
Good interpersonal Skills	✓		AF/IV
Team Worker	✓		AF/IV
Must be Self-motivated	✓		AF/IV
Must accept and actively support the colleges agreed values	✓		AF/IV
Must have an interest in supporting student learning	✓		AF/IV

WORKING ARRANGEMENT AND PERSONAL AVAILABILITY			
Must be available to work up to two evenings a week and possible Saturdays	✓		IV
Must be able to perform routine physical tasks associated with the post	✓		IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview