

# JOB DESCRIPTION



<b>Job Title:</b> Library Assistant (Mornings)
<b>Department:</b> Library, Archive & Open Research Services
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London
<b>Reports to:</b> Assistant Librarian (User Services)
<b>Full Time/Part Time/Casual:</b> Part Time
<b>Hours (if less than full time):</b> 0.5 FTE
<b>Grade:</b> PSP 3
<b>Overall Purpose of the Job:</b>  The Library Assistant (Mornings) is based within the User Services Team within Library, Archive & Open Research Services (LAORS), reporting to the Assistant Librarian (User Services). The post is responsible for staffing the Library in person in the mornings on weekdays. All duties are delivered on site, providing face-to-face services to users from the Enquiries Desk and support to remote users online via our Live Chat service and our ServiceDesk portal, and undertaking tasks and projects relating to User Services (or other areas of the service as needed). The post contributes to all aspects of the delivery of library services, ensuring an excellent standard of customer service.  The post holder is required to work on site in the Library 08.45-12.15 Monday-Friday, and is responsible for opening the Library at the appointed time.  All LAORS staff participate in staff meetings, events and training, user training sessions and staff rotas as required.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

[Our mission](#) is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

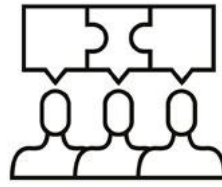
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## Library, Archive & Open Research Services

The primary role of Library, Archive & Open Research Services (LAORS) is to support LSHTM in its mission to improve health and health equity in the UK and worldwide, working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice. Library, Archive & Open Research Services seeks to provide excellent information-related services, resources and support to LSHTM's staff and students, and to contribute to a creative and supportive working environment in line with LSHTM's values. Library, Archive & Open Research Services also welcomes external researchers and visitors who wish to consult its specialist collections.

Library, Archive & Open Research Services provides an excellent standard of customer service in the delivery of services to users and offers an extensive programme of information skills teaching and support. It facilitates access to a comprehensive collection of printed and electronic material in the fields of public and global health, including the archives of LSHTM which date from the mid-nineteenth century and consist of correspondence and personal papers of scientific, medical and global health professionals. Library, Archive & Open Research Services also provides support for open access publishing, research data management and open science within LSHTM, and is responsible for LSHTM's records management service.

The Library, Archive & Open Research Services organogram is attached. To discover more about LAORS please visit <https://www.lshtm.ac.uk/research/library-archive-open-research-services>

## **Main Duties and Responsibilities**

### **User Support**

- Staffing the Library in the mornings, and opening the Library at the appointed time.
- Responding to user enquiries received at the Library Enquiries Desk and via Live Chat (LibraryH3lp) and ServiceDesk (TopDesk), providing timely and professional support at the point of need.
- Assisting users with use of library services including borrowing, membership, and finding and accessing both print and online resources.
- Supporting users to access and use technology in the Library including self-service equipment, multi-functional devices for printing and copying, laptop loans and Wi-Fi.
- Ensuring print material from the Library collections that have been removed from the shelves or returned from loan are re-shelved accurately at the end of each day, using trolleys, ladders and manual handling techniques as needed, and that Library shelves are kept tidy.
- Helping to ensure that Library spaces are maintained to a high standard and that users and colleagues are safe, dealing with any issues efficiently (including recording/reporting as appropriate), and ensuring that LAORS Regulations for Users are observed.
- Escalating issues which cannot be resolved following documented procedures, liaising with colleagues across LSHTM such as ITS and Estates as necessary.

### **User Services**

- Answering enquiries from staff and students on user services, providing appropriate advice and guidance.
- Providing general support for the management of physical study space, both within the Library and elsewhere across the LSHTM estate.
- Collating and reviewing visitor, headcount and occupancy statistics and user feedback.
- Assisting with the planning and organisation of User Services training and events, and potentially assisting with the delivery of these where feasible.
- Promoting user services activities to staff and students via social media, visual media and displays.
- Undertaking projects in User Services as needed.

### **General**

- Assisting with the marketing and promotion of LAORS resources and services via a variety of channels including social media.
- Sharing user feedback and suggestions for improvement with relevant teams and managers to ensure continuous service improvement.
- Participating in staff meetings, events and training, user training sessions and staff rotas as required.
- Undertaking projects in support of LAORS as needed.
- Actively contributing to the development of the service.

## Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>A recognised degree or equivalent qualification</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of working successfully as a member of staff in a library</li> <li>Experience of working in a higher education or research environment</li> </ul>	E D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrable knowledge of issues relating to the delivery of library services</li> <li>Knowledge of and interest in developments in the field of library &amp; information science</li> </ul>	E D
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences</li> <li>Customer focussed and able to work together with service users from diverse cultural backgrounds and life experiences</li> <li>Excellent organisational skills, including the ability to prioritise work and adopt a flexible approach</li> <li>Excellent IT skills and proven ability to work with a high level of accuracy and attention to detail</li> <li>Proven ability to take responsibility, demonstrate initiative and resolve basic problems without direct supervision</li> <li>Ability and willingness to develop existing skills and to acquire new skills to support service excellence</li> <li>Ability to work towards common goals as part of a team, with an awareness of how your work fits in with others and its importance in the wider context</li> </ul>	E E E E E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Jun 2024

## Salary and Conditions of Appointment

The post is permanent and part-time 17.5 hours per week, 0.5 FTE. The salary will be on the Professional Services salary scale, Grade 3 scale in the range £28,614 - £32,307 per annum pro rata (inclusive of London Weighting). Induction training will be arranged prior to the first shift.

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.