

## **PART TIME LIBRARIAN**

**Grade 5, spine point 25 £29,176 pro rata, 31.8% FTE**

St Stephen's House is currently a permanent private hall of the University of Oxford, admitting mature students for ordination into the Church of England and to read for other postgraduate degrees, particularly in Education. It is a small, close-knit and supportive community looking forward to a period of considerable and exciting institutional change.

### **The role**

We are looking for a Librarian to run our small but busy college lending library of some 16,000 volumes to sustain teaching and learning, and to support academic staff in developing resources for new kinds of courses and students who may well be learning remotely. You will be the only member of library staff, line-managed by the Senior Tutor.

You will be carrying out duties of all kinds and at all levels, from requests for books, acquisitions, cataloguing and circulation control, to registration of new readers, returning books using the automated library system, receiving and shelving journals, re-shelving, and stock control.

You will promote the effective use of the library, and will assist readers (from undergraduates to visiting scholars) with a wide range of enquiries, using the book collection itself as well as electronic resources. These currently include the Oxford online catalogue (SOLO), which is one point of access to electronic texts, journals and many specific databases, as well as being a finding tool for books across the University's libraries.

You will also provide acquisitions support, such as checking prescribed reading lists, ordering books, and processing new accessions. The library uses ALEPH for cataloguing and circulation, although not for acquisitions. In addition, you will be responsible for monitoring the Library's small antiquarian collection, and arranging for conservation where necessary.

### **The person**

You will be an enthusiastic and adaptable individual, with excellent communication and IT skills. You will be pro-active and solution-driven in adapting the library to the contemporary, increasingly electronic world, and adept in managing change.

You will have at least basic training in the use of the ALEPH cataloguing and circulation modules, and preferably familiarity with SOLO. You will be keen to identify and implement future developments to the library management system.

Along with a first degree, significant library experience, and ideally a professional library qualification, you will have a strong reader focus, the ability to undertake routine tasks with care and accuracy, and be able to work alone in a rewarding but demanding post, so a responsible outlook and a calm manner are required.

A reading knowledge of one or more of French, German, Hebrew or Latin is desirable, as is an interest in participating in the life of the community. You should be willing to undertake the Safeguarding training specified by the Church of England.

### **Terms and conditions**

This is a permanent, part-time post, subject to the satisfactory completion of a two-month probationary period. The Librarian will be expected to work approximately 17 hours a week, Weeks -1 to 10 each term (36 weeks per year). The annual leave entitlement is 25 days holiday in addition to public holidays (pro rata). The role holder is auto-enrolled into the Oxford University Staff Pension Scheme (OSPS).

### **How to Apply**

Further inquiries may be made to the Senior Tutor, Dr Mark Philpott [mark.philpott@ssho.ox.ac.uk](mailto:mark.philpott@ssho.ox.ac.uk)

Applications in the form of a CV and covering letter identifying how you match the role and person requirements, along with the names and contact details of two referees, should be sent to the College Secretary [college.secretary@ssho.ox.ac.uk](mailto:college.secretary@ssho.ox.ac.uk) by noon on 12 March. Interviews are planned for the week beginning 21 March to start as soon as possible.