



NEW COLLEGE
OXFORD

Post:	Graduate Trainee Library Assistant
Department:	Library & Archives
Grade:	Equivalent to University Grade 2.7 (salary/grade under review)
Position Type:	Full-Time
Contract Type:	12 months fixed-term, commencing 1 September 2023
Salary:	£22,630 per annum (salary/grade under review)
Probationary Period:	Six months
Annual Leave:	Six weeks paid holidays per annum
Benefits:	Contributory pension scheme; free lunches in college on days worked; bus pass scheme
Additional Information:	There is the prospect of this position leading thereafter to the part-time (1½ days per week), one-year fixed-term role of Special Collections Curatorial Assistant, which may be suitable for a post-holder then pursuing postgraduate qualifications in librarianship/information management.

Graduate Trainee Library Assistant Job Description and Further Particulars

New College was founded by William of Wykeham in 1379, and is one of the largest colleges in Oxford, occupying an extensive site in central Oxford within some of the most beautiful buildings in the city. The college has a student body of 420 undergraduates, 370 postgraduates, and 50 associate students, and a large Fellowship who cover almost all academic disciplines taught and researched at Oxford.

The library consists of a building designed by Hubert Worthington and opened in 1939, plus several storage areas within the college. There has been a library since the college's inception, and therefore this is represented in the library's very fine special collections of 380 manuscripts (largely medieval), over 30,000 antiquarian volumes that include 385 incunabula (fifteenth-century European imprints) and approaching 5,000 ESTC books—and modern special collections too—in addition to the student-focused library of 70,000 modern texts. A reasonable degree of physical fitness and manual handling skills is required because of the nature of the buildings and materials involved.

The Graduate Trainee Library Assistant will join an enthusiastic team, also comprising the Librarian, Archivist, Deputy Librarian, Assistant Librarian, Curatorial Assistant, and Shelving Assistant; students too may sometimes be employed to help with exhibitions, inductions, etc. The library remit is to provide both a high-quality library service to the whole college (students, tutors, fellows, and other staff), as well as to make our renowned special collections and archives accessible to external researchers, from whom we receive a considerable number of visits and email enquiries.

Graduate Trainee Library Assistant, New College Library, Oxford

This traineeship is designed to offer practical experience of a range of library work to those intending to embark on a postgraduate course leading to a qualification as a librarian or information professional. In addition to training received in post, the successful appointee will also participate in visits and events run by the Bodleian Libraries as part of the Bodleian Libraries Graduate Trainee Scheme, which provides the necessary experience for application to a postgraduate course in librarianship/information management.

Requirements:

Reporting to the Librarian, you will be required to work 35 hours per week. The usual work pattern will be 9 am till 5 pm, Mondays to Fridays (with a one-hour lunchbreak), but occasional earlier, later, and/or weekend working will also be required. There will be a requirement to work at least one Bank Holiday in May, with time off in lieu, and there is an ongoing need to be adaptable as our services change and develop. Annual leave may not be taken during the library's busiest periods, which include the start and end of term. Five days annual leave must normally be taken at Christmas during the college designated closed period.

Person Specification:

It is required that in your application you give proven examples to demonstrate how you meet the selection criteria listed below:

Essential:

- A good undergraduate degree
- Strong team-working skills
- Demonstrable interpersonal skills, with a willingness to communicate with library readers and colleagues in a friendly, proactive, professional manner
- Good IT skills, with the ability to master new IT applications quickly
- Demonstrable accuracy and attention to detail
- A willingness to learn
- Capacity to carry out a range of routine work quickly, methodically, and to a high standard, without direct supervision
- An adaptable approach, and the ability to show flexibility in a changing environment

Desirable:

- An interest in working with special collections (early printed books and manuscripts)
- Knowledge to at least GCSE of, preferably, Latin (and Greek)—or a modern European language
- Experience of using social media in a professional/promotional capacity
- Ability to provide support to projects, publications, and events
- Experience of library or information service work

Principal Responsibilities:

- Assisting in the day-to-day running of the library
- Contributing to a wide range of library duties, which will provide comprehensive experience for a post-holder wishing to undertake a postgraduate qualification in librarianship/information management
- Assisting with the receipting and processing of new acquisitions, including unpacking, labelling, and tagging, and some assistance with stock taking
- Basic cataloguing and classification of library book stock, and editing and maintaining other metadata records
- Practical duties, including the issuing and returning of loans, operating reservations, and carrying out user registration via the library management system
- Assisting library readers by answering enquiries in person, by email, and by telephone, and helping with the use of equipment, such as the photocopier/scanner
- Fetching and replacing research materials for visiting researchers, and invigilating the consultation of research materials (manuscripts and early printed books) in the Special Collections Reading Room
- Promoting the collections and services of the library, principally via photography of special collections items for a variety of purposes (social media, website, publications), and arranging physical new books displays
- Participating in staff training and development activities, including the sessions run by the Bodleian Libraries

Supporting Duties:

- Assisting with the mounting and invigilation of library exhibitions
- Any other duties, as required, including photocopying, re-shelving and shelf-tidying, and carrying out book moves

Application Procedure:

Applicants should apply via our recruitment portal:

https://isw.changeworknow.co.uk/new_college_oxford/vms/e/careers/search/new

Applications should consist of:

- A curriculum vitae
- A personal statement as to the applicant's interest in and suitability for the post, addressing the selection criteria
- The names, addresses, and email contact details of two referees (professional not personal), at least one of whom should be a current employer (where applicable)—or recent employer (where applicable)

Graduate Trainee Library Assistant, New College Library, Oxford

We ask applicants to arrange that we receive two professional references; and it is applicants' responsibility to ask their referees to email their references to recruit@new.ox.ac.uk by the closing date, which is noon on **Monday, 1 May 2023**. Interviews will take place Thursday, 18 May.

Further Information:

Informal enquiries about this post may be directed to Christopher Skelton-Foord, the Librarian, on 01865 279580, email: christopher.skelton-foord@new.ox.ac.uk.

Our website at www.new.ox.ac.uk/library-and-archives provides information about our collections and services, and it includes the college's own e-journal [New College Notes](#). The Library aims to develop its recently instituted [publications programme](#). You are invited to follow us on Twitter @NewCollegeLib and on Instagram @newcollegelibraryoxford.

This post is subject to recruitment monitoring to ensure the selection process is consistent with the law and the college's Equal Opportunity Policy and Code of Practice. To this end, applicants will be asked to complete a recruitment monitoring form, which will play no part in the selection process, and will not be seen by any member of the selection panel. It is the college's policy that entry into employment and progression within it are determined wholly by personal merit and the application of criteria which relate to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another on grounds of gender, marital status, race, ethnic or national origin, colour, sexual orientation, or disability. All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation (GDPR) (2018).

