Job Description

This is an exciting opportunity for a casual, part-time Junior Library Assistant to join the Hughes Hall Library Team.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Junior Library Assistant</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Library Services Manager</td>
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<tr>
<td>Contract Type</td>
<td>Zero hours</td>
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<tr>
<td>Salary Range</td>
<td>£10.90 p/h</td>
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<td>Hours of Work</td>
<td>10 hours per week maximum, mostly within term-time and with a preference for Friday afternoons</td>
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<td>Annual Leave</td>
<td>Holiday pay will be paid at 14.54% on top of hourly rate</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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<tr>
<td>Mental Health Peer Support Programme</td>
<td>All staff members have access to the College’s Mental Health Peer Support Programme, supporting Mind’s Mentally Healthy Universities initiative</td>
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| Additional Benefits   | • Medicash healthcare plan ([https://www.medicash.org/](https://www.medicash.org/))  
|                       | • Free on-site car parking (subject to availability) |

The University of Cambridge’s oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and
quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in various stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our centres: the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our website contains further information about our history, people, work, and values.

**Job Purpose**

The primary function of the Edwin Leong Library is to support the work of current members of Hughes Hall College reading for taught courses (undergraduate and postgraduate) and of PhD students and visiting fellows and scholars. The primary role of the Junior Library Assistant is to carry out routine library tasks and to provide basic cover of the library in the absence of the library team. Duties will include staffing the enquiry desk and assisting with book circulation and processing. At quieter times the Junior Library Assistant may carry out their own work while maintaining active supervision of the library.

**Main duties:**

- Supervising the library enquiry desk and maintaining a first-class level of customer-focused reader services, responding quickly to enquiries received in-person and passing enquiries to the Library Services Manager or other departments within the College as appropriate
- Emptying the book returns box, clearing books from desks and checking books back in using the self-issue terminal
• Shelving books promptly and maintaining the shelves in good order
• Assisting library readers with locating and borrowing the materials they need
• Book processing (covering, stamping and labelling books)
• Checking and replenishing paper stocks and staples in the Multi-Function devices
• Checking the condition of the library and the facilities and equipment within it, reporting issues to the Senior Library Assistant or maintenance/porters as appropriate
• Maintaining conditions conducive to learning, including monitoring readers’ behaviour and monitoring security and following up/reporting incidents as appropriate
• Maintaining an awareness of Health and Safety and Fire Safety procedures and assisting with evacuation in the event of a fire or other emergency

Other:
• Assisting with library data collection
• Carrying out minor book repairs
• Assisting with stock moves
• In the absence of the library team, providing basic technical support on the use of the Multi-Function Devices and self-circulation terminal and passing more complex or technical enquiries to the Library Services Manager or IT staff
• Liaising with Hughes Hall colleagues, and with staff in other Colleges, Faculties and Departments, and the University as required
• Actively engaging with appraisal processes
• Being responsible for own health and safety in the workplace
• Complying with college policies including equality of opportunity and data protection
• Undertaking any other reasonable request or duties commensurate with this post

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.
Person specification

<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Experience</strong></td>
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<tr>
<td>Educated to A-level standard/NVQ level 3 or an equivalent level of practical experience</td>
<td>Previous administrative and/or library experience</td>
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<td>Experience working in an HE setting</td>
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<tr>
<td>Experience of data entry, stock control and/or information retrieval</td>
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<tr>
<td>Familiarity with Hughes Hall Library</td>
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**Skills and Abilities**

- Good IT skills, with good knowledge of MS Office and Outlook
- Enthusiasm for libraries and delivering excellent customer service
- Excellent attention to detail
- Excellent team-working skills; enjoy working in a team and supporting a range of activity
- Excellent verbal communication skills
- Ability to prioritise
- Ability to use initiative and to work unsupervised, but also to know when to refer to colleagues
- Ability to handle personal information sensitively and observe confidentiality
- Flexible, can-do attitude

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy, and all relevant procedures.

**Screening Check Requirements**
The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.
If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- **List A**: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- **List B**: Documents/statuses which denote a temporary and/or restricted right to work in the UK

**Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College’s Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is Monday 31 July 2023 at midday. Interviews will be held at Hughes Hall, Cambridge in the week commencing 21 August.

**Data Protection**

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the Data Protection Statement for Job Applicants.

For an informal discussion about the post, please contact the Library Services Manager at librarian@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.