

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

LIBRARY AND ARCHIVE ASSISTANT (CATALOGUING, JOURNALS, ILLs, MOODLE, WEB & SALES) Part Time, Fixed Term (Maternity Cover)

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LIBRARY AND ARCHIVE ASSISTANT (CATALOGUING, JOURNALS, ILLs, MOODLE, WEB & SALES)

Contract: Part-time, (0.56 FTE), Maternity cover

Salary: £26,202 - £29,725 p.a. pro-rata (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

We are looking for an adaptable part-time Assistant to help provide services to the users of our Library and Archive.

Educated to degree level or equivalent, you will have previously worked as a member of a small further or higher education library team, and within that, have experience of cataloguing, journals management, ILLs, stock weeding, and a working knowledge of VLEs and webpages. You will appreciate the needs of independent learners and researchers and the purposes of a library in an academic setting. You will have excellent team working, interpersonal, communication and IT skills, and be able to work on your own initiative.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so if you are planning on uploading any supporting documents (CV/cover letter) please ensure that your name or personal details are not included.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: Sunday 22nd November 23:59 hours BST

Interview Date: Monday 30th November – to be held online

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Thea Lillis, People Services and Resourcing Officer (Maternity Cover) on 0208 305 4382.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Library and Archive Assistant (Cataloguing, Journals, ILLs, Moodle, Web & Sales)
Department:	Faculty of Dance, Library and Archive
Reporting to:	Academic Services Librarian (Catalogue Manager / User-Education Co-ordinator)
Grade:	5
Contract:	Part-time (0.56 FTE), Fixed term (Maternity Cover) 9 months fixed term, with a possible extension to a year.

PURPOSE OF ROLE

- The post holder assists in the provision of Library and Archive services, taking day-to-day responsibility for particular activities.

Main duties

1. To serve Trinity Laban students and staff and members of the public at the service point (joint issue and enquiries desk) in the physical library two days a week and remotely on the third day. Work in the physical library includes using the library management system (LMS) for loans, returns, reservations, enquiries and some data input. Work at the service desk also includes sales, credit card handling and answering enquiries in person, by 'phone and email. The Library and Archive services are staffed in accordance with a rota.
2. To guide and advise staff, students and other users on subject enquiries including effective use of bibliographic databases, after training as far as the post holder's knowledge allows, referring them to qualified Library and/or Archive staff where necessary.
3. To participate in team-taught library inductions, leading or co-presenting parts of these, after suitable training.
4. [Not a requirement during the Covid-affected period:] To guide staff, students and other users in the basic use of equipment and facilities provided by the Library and Archive, after training as far as the post holder's knowledge allows, referring them to the AV/IT Advisor or other staff where necessary.
5. To regularly shelve and shelf-check sections of the stock.

6. To review/write and maintain operating instructions for areas of specific responsibility for the department's Work Instructions Manual, under the supervision of the post's line manager.
7. To consider requirements, reflect on and where possible enhance resource provision or access points within areas of responsibility.
8. To contribute to the formation of policy and the development of services within the Library and Archive.
9. To assist with the supervision of Library and Archive users, deal with and report behaviour as appropriate.
10. Sole supervision of the Library one regular evening per week, currently Fridays, and (possibly) on average one Saturday half day per half term.

Specific duties

11. To organise and carry out the work in one or more of the following particular areas of Library and Archive service provision after training without immediate supervision. This will involve contact with students, administrative staff, Faculty. If COVID restrictions are lifted when in post this will also include working with external researchers and other members of the public and/or suppliers of goods and services:

Shared with Library and Archive Assistant (Circulation, AV, Moodle, Web & Sales):

AV / Web:

12. To jointly manage and develop the department's Moodle and website pages in consultation with colleagues and in compliance with accessibility requirements, e.g. producing support materials in a variety of accessible formats including text, video, screencasts, blog posts, social media channels (Facebook and Twitter).

Sales:

13. To package book and DVD sale order items for posting, and maintain publication sales' stock levels.

Specific to this post:

14. To catalogue additional copies and process into stock resources in accordance with the relevant international standards without immediate supervision, as directed by the line manager.
 - i. To assist the line manager in the ongoing maintenance of the library resource collection, e.g. weeding redundant resources, updating and upgrading the catalogue.
 - ii. To maintain and process subscriptions and acquisition of paper-based and electronic journals and creating their catalogue records on occasion. Checking invoices, corresponding with vendors about subscriptions, claiming un-received issues, updating catalogue records, creating catalogue records for relevant

journals - on behalf of the Head of Library and Archive.

15. To run the occasionally used Inter Library Loans service (e.g. identifying libraries likely to hold requested material, corresponding with them to borrow and return material, corresponding with users, checking invoices).

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible;

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Library and Archive Assistant (Cataloguing, Journals, ILLs, Moodle, Web & Sales)

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Degree or equivalent	Essential	Application
Experience	Minimum of 6 months' experience of working in a further or higher education library (excluding shelving posts) delivering customer facing services	Essential	Application/Interview/Test
	Minimum of 6 months' experience of operating a Library Management System (LMS), for service delivery	Essential	Application/Interview
	Minimum of 6 months experience carrying out basic acquisition and cataloguing or supporting cataloguing activities using an LMS	Essential	Application/Interview/Test
	Minimum of 6 months experience processing a range of resources for use in a Library	Essential	Interview
Knowledge or Understanding			
	Understanding of and interest in libraries and archives	Essential	Interview
	Appreciation of independent learners' and researchers' needs	Essential	Application/Interview/Test
	Appreciation of the purposes of libraries and archives in academic environments	Essential	Application /Interview
	Knowledge and understanding of user education in an academic Library	Desirable	Interview
Skills and Abilities			
	Experience of using Windows-based general office software, e.g. Word, Excel spreadsheets for statistical analysis	Essential	Application/Test
	Proven ability to use or to learn how to use a wide range of databases, applications and online platforms	Essential	Application/Interview

	(Microsoft Teams, Adobe Connect, online sales and website, Moodle or a virtual learning environment (VLE)		
	Experience of or interest in using social media and /or virtual learning environments in a work capacity	Desirable	Application/Interview
Personal Qualities	Adaptability / ability to multi-task	Essential	Interview
	Good interpersonal and team working skills	Essential	Application/Interview
	Good communication skills	Essential	Application/Interview
	Good organisational skills and ability to work accurately	Essential	Application/Interview/Test
	Able to use your initiative for problem-solving & service Development	Essential	Interview
	Able to work unsupervised	Essential	Application/Interview
	Ability to handle money with care and integrity	Essential	Application/Interview
	Committed to equal opportunities	Essential	Interview
	An interest in dance or the performing arts	Desirable	Interview
Special Working Requirements	The role will require the capability to move around the building by stairs or lift, and some lifting of boxes or equipment taking Health and Safety into account. Reasonable adjustments can be made to accommodate.		Interview

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Part-time, Fixed term ; (Maternity Cover) 9 months fixed term, with a possible extension to a year. Subject to a 3 month probationary period.
Hours:	19.6 hours per week, 0.56 FTE, working Wednesday to Friday, including one late night in term time, currently Fridays till 20.00. If the COVID period should end during this contract then on average one half-day Saturday (11.00-15.00) per half term. Time off in lieu is given for any extra hours worked.
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College)
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £26,202 - £29,725 p.a. (£14,673 - £16,646 p.a. pro-rata at 0.56 FTE), inclusive of a London Weighting Allowance of £3,785 (£2,119 p.a. pro-rata at 0.56 FTE). Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. pro rata. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary (from 1 October 2019).
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.

Eye Care: Vouchers for eye tests are available for VDU users.

Health: Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

Laban Library and Archive

Each Trinity Laban faculty has a specialist library. The music faculty's is called the Jerwood Library of the Performing Arts. Both libraries harmonise services, where doing so does not impact their own faculty's students, e.g. shared e-book platforms, shared overdue policy, though different loan parameters.

Laban Library and Archive consists of three operation areas: Library, AV Support and a currently unstaffed Archive. Our sole users, during this Covid-affected period, are about 500 TL students and staff, mainly but not exclusively from the Faculty of Dance. When use of buildings opens up, students from other institutions and visiting researchers from UK and abroad will once again be able to use what is probably the largest open access dance collection in the UK.

The library opens 7 days a week. During this Covid period, this is with salaried staff on weekdays and students at weekends. This is to enable staff to work 2/3s of their time in the physical library and 1/3 at home, and vulnerable staff to work solely from home. When we come out of this period, we will return to salaried staff opening the library six weeks a day, with students staffing Sundays only.

Library staffing consists of the head of department and two operations managing librarians, one for "Front of House" (circulation, service desk) and one for "Backstage" (cataloguing & acquisitions), each with an assistant. Programme support is shared by the head and operations managers, one of whom co-ordinates user education.

There are about 18,000 books, 358 physical journals, some back to 1920s, 1000s more online, 4000 videos, most of which are online, 800 CDs, though 1000s more music resources online via the Jerwood Library. Study tables have reduced from 78 to 24 during this Covid period.

AV Support is staffed on weekdays and supports all such activities across the faculty and some across the institution like the video streaming service. This section has created online guidance and systems supporting faculty and library, like an equipment and study table booking system and Trinity Laban Research Online.

We make as many resources available online as is practical. Library borrowing is self-service 7 days a week. Equipment, e.g. cameras, data projectors can be borrowed from AV Support on weekdays.

To find out more, visit trinitylaban.ac.uk