

TRINITY LABAN

Library Assistant

(Part-Time, Permanent)

JOB DETAILS – CONTENTS

Page 2 Advertisement

Page 3 Job Description

Page 7 Person Specification

Page 8 Conditions of Service Summary and Staff Benefits

Page 10 Information on Trinity Laban Conservatoire of Music and Dance

LIBRARY ASSISTANT

Contract: Part-time, (0.46 FTE, 16h), Permanent

Salary: £29,293-£32,914 p.a. (pro-rata, Including LWA, pay award pending)

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 seeking a graduate with:

- experience of working in a customer-focused environment
- the ability to work on your own initiative and as an effective part of a small team
- a meticulous approach to detail
- excellent IT skills

Experience of working in a library and a strong demonstrable interest in dance, including knowledge of academic dance resources, would be advantageous

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 please ensure that your name and personal details are not included to the supporting statement or your written answers, otherwise we will not be able to consider your application.

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: 23:59 hours BST, Sunday 3rd November (No Agencies)

Interview Date: Thursday 21st November (in person)

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on staffrecruitment@trinitylaban.ac.uk.

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 Assistant
Department:	Laban Library
Reporting to:	Library Manager (Laban Library)
Grade:	5
Contract:	Part-time: 0.46 FTE, permanent.

PURPOSE OF ROLE

- To assist as part of the Laban Library team with the provision of Library services to support the teaching, learning, performance and research activities within the discipline of dance. This includes supporting and engaging users, maintaining and making collections discoverable, and facilitating the use of library systems and services

Main duties

Customer Service

1. To provide regular cover as required at the enquiry desk. This includes assisting users with loans, returns, reservations of library materials using the library management system (LMS) and self-service kiosk.
2. To answer basic information enquiries in person, by telephone or electronically
3. To facilitate researcher visits, supervising researchers and retrieving items from the archive where required
4. To assist the Academic Liaison Librarian (Circulation & User Education) in ensuring the efficient operation of the library management system and implementation of the Library's loan and overdue policies

5. To perform financial transactions such as taking payments for library fines and collating and reporting on weekly income
6. To assist library users in their use of online resources, computer facilities, photocopier, audiovisual and other equipment
7. To assist in the monitoring and evaluation of library services, collecting statistics and preparing reports as required
8. To process sales, package book and DVD order items for posting, and maintain publication sales' stock levels
9. To ensure a consistent supply of service desk and other stationery materials, placing orders as necessary and monitoring expenditure
10. To liaise with the IT, Creative Technology Services and Estates and Facilities departments as appropriate to ensure all equipment in the library is in good working order

Collection management, maintenance and discovery:

11. To maintain print and electronic journals and their catalogue records, e.g. checking invoices, correspondence with vendors about subscriptions, claiming un-received issues, updating catalogue records, creating catalogue records for relevant journals
12. To be responsible for the physical processing and repair of stock to make it shelf-ready
13. To shelve and shelf-check sections of the stock when necessary
14. To assist in auditing reading list material and assessing donated stock
15. To facilitate the Inter-Library Loans service
16. To assist with library stocktakes and weeding exercises
17. To help maintain library collections and assist with preservation needs, including organising binding

Education, promotion and outreach:

18. To contribute to the promotion of the library's collections and services, including curating exhibitions, writing blog posts and creating other social media content
19. To participate in the user induction programme, including delivering library tours
20. To make updates to the department's Moodle and website pages under the direction of the Library Manager.

Education, promotion and outreach:

21. To contribute to the promotion of the library's collections and services, including curating exhibitions, writing blog posts and creating other social media content
22. To participate in the user induction programme, including delivering library tours

Team responsibilities

22. To assist in the supervision of student library assistants, work experience students and volunteers in their day-to-day tasks
23. To assist the Library Manager in the induction and training of new Library staff
24. To participate in staff meetings and contribute to the formation of policy and the development of services within the library
25. To serve as a member of the library's disaster recovery team
26. To represent the Library at internal and external meetings as required

Other

- To be responsible for routines relating to Library security and opening and closing procedures as required
- To help ensure the maintenance of an environment conducive to learning and to enforce Library regulations, dealing with and reporting behaviour as appropriate
- To operate within the parameters of data protection and copyright legislation

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 Conservatoire wherever possible.

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.

OFFERS OF EMPLOYMENT

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.

If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.

REFEREES

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt of satisfactory references covering current or most recent employment and the past three years of work.

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>

Please note that Trinity Laban has a no smoking policy on its premises.

LIBRARY ASSISTANT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A good honours degree (or equivalent) in any subject	Essential	Application
Experience	Experience of working in a customer-focused environment	Essential	Application, interview
	Experience of working in a library	Desirable	Application
	Experience of using an integrated library system	Desirable	Application
Knowledge or Understanding	Appreciation of the needs of practice-based dance students in a Higher Education setting	Essential	Application, interview
	Demonstrable interest in dance and knowledge of relevant resources for the study of dance	Desirable	Application, interview
Skills and Abilities	Ability to play an active and supportive part in a team with excellent interpersonal skills	Essential	Application, interview
	Excellent written and oral communication skills	Essential	Application, interview
	Ability to effectively plan and organise own workload to ensure timely and accurate completion of tasks	Essential	Application, interview
	Excellent IT skills including proficiency with Microsoft Office (Outlook, Word, Excel, OneDrive, Teams)	Essential	Application
Personal Qualities	Ability to work accurately and with meticulous attention to detail	Essential	Application, interview
	Ability to work on own initiative for problem solving and service development	Essential	Application, interview
	Ability to work efficiently and effectively under pressure	Essential	Application, interview
	A demonstrable commitment to the principles of equality, diversity and inclusion and their application across all aspects of library services	Essential	interview
Working Requirements	Capable of lifting, moving and shelving library stock	Essential	Application
	Able to work the specified days and hours	Essential	Application

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with

the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Part-time: 0.46 FTE, permanent post, subject to a 6-month probationary period.
Hours:	A regular pattern of 16 hours per week, 0.46 FTE, working <i>either</i> : Option 1 (preferred): Monday and Tuesday (09.00-14.30), Wednesday (09.00-15.30) (half hour lunch break each day); or Option 2: Monday and Tuesday (09.00-17.30) (half hour lunch break each day)
Location:	You will be based at the Laban Building, Creekside but may occasionally undertake activities at King Charles Court, Old Royal Naval College.
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £29,293-£32,914 p.a. pro rata, inclusive of a London Weighting Allowance of £4,155 p.a. pro rata. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days pro rata, in addition to Statutory, Bank and Public Holidays
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 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.
Learning & Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library (Laban Building) and the Jerwood Library of the Performing Arts (King Charles Court) are available for use.

TRINITY LABAN

- 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:** Free yoga and Pilates classes as well as 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.
- Cycle to Work:** A cycle to work scheme is operated.
- Give as you earn** A give as you earn scheme is operated.

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.

To find out more, visit www.trinitylaban.ac.uk