**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Procurement Librarian  |
| **Grade:** | 4 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:****Location:** | University Library |
| **Position Reference No:** | ZZ600666 |
| **Cost Centre:** | 48000 |
| **Responsible to:** | Assistant Team Leader - Procurement  |
| **Responsible for:** | Supervisory responsibility for Library Assistants and Library Processing Assistants. |
| **Effective date of job description:** | October 2017 |

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| **Purpose of Job:** |
| To undertake procurement of all Library materials relating to the Information Provision budget in the most efficient and cost effective manner, ensuring the delivery of a high level of service to end users. |

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| **Key Responsibilities:** |
| **Supervision*** Contribute to the supervision of staff in the Procurement & Metadata Team by overseeing the quality of work undertaken by Library Assistants and Library Processing Assistants
* Respond to queries from Library Assistants and Library Processing Assistants within the Team in relation to procurement issues

**Procurement*** Undertake the procurement of all materials bought from the Library Information Provision (IP) budget
* Place orders with suppliers and agents e.g. order Out of Print material via supplier websites using the Library Government Procurement Card or e-mail order requests to subscription agents
* Undertake processes associated with the maintenance of standing order subscriptions with non standard suppliers
* Undertake processes associated with the maintenance of memberships to societies and organisations related to Library subscriptions
* Undertake processes associated with the cancellation of orders
* Undertake renewal processes associated with subscription materials both direct with suppliers and with agents using annual automated processes
* Maintain accurate records according to agreed protocols and procedures in relation to procurement activities including order records on the Library Management System (Capita Alto / Soprano)Input financial data into spreadsheets and the Library Management System (Capita Alto / Soprano)
* Respond to procurement queries in a timely and appropriate manner
* Liaise with Faculty Librarians and Assistant Librarian responsible for Collection Management regarding procurement
* Undertake processes associated with the provision of the Inter Library Loans service e.g. obtaining copyright cleared material and handling music requests
* Source rare and out of print materials as requested
* Develop and maintain an understanding of library electronic resource access procedures
* Contribute to solving library electronic resource access problems

**General*** Respond to user need, e.g. University staff and students, external members and members of the public
* Communicate with team members and liaise with relevant others, ensuring effective working relations
* Attend and contribute to team meetings when required, providing relevant and timely information in order to aid decision making
* Solve problems that may occur using guidelines or a set of procedures
* Participate in and contribute to Performance and Development Review (PDR), ensuring that work is in line with the University Library aims
* Contribute to promotional activities, including Open Days and Preview Days and similar activities as required.
* Assist in producing documentation related to departmental procedures and contribute to the staff wiki
* Maintain awareness of developments and innovations in technology and professional practice likely to impact on the work of the Library
* Other duties as required and appropriate to the role
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| **Working Relationships:** |
| Team Leader - Procurement & Metadata Assistant Team Leader - ProcurementAssistant Team Leader - Metadata Metadata Librarians Library Assistants (in Procurement & Metadata Team)Library Processing Assistants(in Procurement & Metadata Team)Faculty LibrariansAssistant Librarian responsible for Collection ManagementService usersAcademic staff |

**2. PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Previous experience of working in a library or equivalent | E | AF/S |
|  | Knowledge of procurement processes associated with a range of library material e.g. books, serials and electronic resources | D | AF/S |
|  | Experience in Higher Education library | D | AF/S |
|  | Knowledge of current issues in Higher Education libraries | D | AF/S |
|  | Experience of supervising staff | D | AF/S |
|  | Experience in acquisitions and / or cataloguing department | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent interpersonal and communication skills | E | AF/S |
|  | Ability to work as part of a team and on own initiative | E | AF/S |
|  | Ability to explain complex matters clearly | E | AF/S |
|  | Ability to problem solve | E | AF/S |
|  | Attention to detail | E | AF/S |
|  | Time management skills | E | AF/S |
|  | Ability to work methodically | E | AF/S |
|  | Ability to liaise effectively with staff and suppliers | E | AF/S |
|  | Ability to use Office packages e.g. Word and Excel | D | AF/S |
|  | Ability to give staff constructive feedback | D | AF/S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree in a relevant subject area or equivalent level relevant vocational qualification | E | AF |
|  | Chartered member of CILIP | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to adapt to changing processes, policies and systems | E | AF/S |
|  | Strong customer focus | E | AF/S |
|  | Commitment to the development and delivery of a quality service | E | AF/S |
|  | Ability to maintain confidentiality  | E | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  | X |
| 1. Manual Handling (of loads/people)
 | X | 14. Working at height | X |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 | X | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

 **Line Manager/Supervisor to sign below:**

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| **Signed** | Roisin Gwyer |
| **Name (block capitals)** | ROISIN GWYER |
| **Date** | 4th October 2017 |
| **Extension number** | 3221 |