Job Description & Person Specification

Last update   August 2022

JOB DESCRIPTION

Post title:	**Senior Library Assistant (Design)**
Standard Occupation Code: (UKVI SOC CODE)	N/A
School/Department	Library
Faculty:	Professional Services		
Career pathway:	MSA	Level:	2b
Posts responsible to:	Archivist
Posts responsible for:	None
Post base:	Office-based

Job purpose
To ensure the provision of comprehensive, effective, and efficient support to deliver a range of exhibition and engagement activities for Special Collections and Collections Engagement. The post holder will bring a detailed understanding of exhibition design and graphic design to delivering the scheduling, management and design of the exhibition and event programmes, the creation of online resources.

Key accountabilities/primary responsibilities		% Time
1.	To apply a detailed understanding of exhibition and graphic design to support the delivery of exhibition programmes in a variety of physical and online spaces (including the Special Collections Gallery and the Level 4 Gallery and online) and creation of online resources.	50%
2.	To support the scheduling and management of exhibition and event programmes liaising with internal and external partners	20%
3.	To provide design solutions to support the publicity, administration and communication of events and exhibitions working with outside companies, such as specialist printers to ensure quality and timely delivery and value for money	20%
4.	Provide mentoring, coaching, training, advice and guidance to indirect reports in areas of specialism	5%
5.	To undertake any such other Library duties as may reasonably be assigned, including participation in rotas for evening and weekend duties, as required.	5%

Internal and external relationships
Other members of the department Staff and students from the University External users of collections and stakeholders

Special Requirements
Working as part of a team in a secure environment. Occasional requirements to work outside normal working hours (which may include evenings or weekends) in negotiation with your line manager. Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skills level equivalent to achievement of NVQ2, GCSE or City and Guilds Knowledge and understanding of design work and specialist design programmes Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate and communicate. Expertise in the use of relevant library or archive systems.	Experience of work in a Library or Archives environment.	Interview
Problem solving and initiative	Able to independently solve problems whilst working with standard procedures.		Interview
Management and teamwork	Cooperative team working and participation in effective team collaborations to meet business need(s) requirements. Contribute to special projects, as required, for example, working in themed groups or participating in the implementation of new tools and services.		Interview
Communicating and influencing	Able to seek and clarify detail.		Interview
Training and development	To actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.		Interview

Special requirements	Working in a secure environment Demonstrate Southampton University behaviours (Embedding Collegiality – see below)		Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others