

Job Description and Person Specification

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| Last updated: | June 2021 |

**JOB DESCRIPTION**

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| Post title: | **Principal Library Assistant (Publications Officer/Editorial Assistant)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | TBC – 41XX/421XX – Depends on Key Accountabilities | | |
| School/Department: | Library & Arts | | |
| Faculty: |  | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Engagement Librarian (Open Research & Publication Practice) | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based | | |

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| Job purpose |
| This post will support the development of a publishing system which will enhance the University’s co-curricular and research environment.The postholder will engage with a wide range of service users, acting as readers, referees, authors, and editors to ensure the system and processes in the publication workflow are properly supported. |

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| Key accountabilities/primary responsibilities | | % Time |
| 1. | Undertake research on and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues. | 30% |
| 2. | Provide detailed advice and guidance on publishing processes and procedures to internal and external users and stakeholders (readers/users, authors, referees, editors and partners), using judgement to suggest the most appropriate course of action. | 15% |
| 3. | Provide mentoring, coaching, training, advice and guidance to users and indirect reports in support of users in areas of specialism. | 10 % |
| 4. | Review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change, particularly in relation to open research and publication practice. | 10 % |

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| Key accountabilities/primary responsibilities | | % Time |
| 5. | Assist with training and engagement, including delivery of materials for authors and users, and taking responsibility for one-to-one deskside coaching of editors on publishing workflows, where appropriate. To provide supporting material and assistance for group workshops.  Contribute to the design, development and delivery of guidance and training for the full range of users needs employing a variety of appropriate media and methods including workshops, case studies and technology enhanced learning. | 10 % |
| 6. | Help plan and organise events, ensuring all activities run efficiently by co-ordinating diaries, booking venues, and supplying relevant information. To arrange and service meetings where appropriate. | 5 % |
| 7. | Be familiar with financial administration processes and provide support to management with budget monitoring processes, modelling and projections. | 5 % |
| 8. | Assist with special projects as required, for example the implementation of new tools and services. | 10 % |
| 9. | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

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| Internal and external relationships |
| Other members of the department/University staff. External customers  Relevant suppliers and external contacts Faculties and Professional Services   * Researcher community * Technician Commitment Recognition Working Group * Research Integrity Governance Office * Centre for Higher Education Practice * Public Engagement with Research Unit * Public Policy |

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| Special Requirements |
| Occasional requirements to work outside your 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.  Demonstrate Southampton University behaviours (Embedding Collegiality – see below). |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.  Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Able to make effective use of standard office computer systems including word-processing and spreadsheets.  Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate. Expertise in the use of relevant systems.  Understanding of academic publishing, peer-review, licensing and research integrity. | Experience in publishing systems, such as peer-review management, or production software. | Interview, certificates & references |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event) |  | Interview |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  | Interview |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations.  Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required.  Cooperative team working and participation in effective team collaborations to meet business need(s) requirements. | Successful supervisory experience. | Interview |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance.  Able to deal with sensitive information in a confidential manner. | Experience of customer service work and/or enquiry services. | Interview |
| Training & 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 |
| Other skills and behaviours | Demonstrate Southampton University behaviours (Embedding Collegiality – see below) |  | Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| ☒ 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.

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| **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 |  |  |  |