



CHRIST CHURCH
UNIVERSITY OF OXFORD

LIBRARY GRADUATE TRAINEE

Further Particulars

Job title	Library Graduate Trainee
Location	Christ Church
Department	Library
Salary	University Scale Grade 2.6 (currently £22,681 per annum)
Hours	37.5 hours per week
Contract type	Fixed term for 1 year
Responsible to	Deputy Librarian
Application deadline	Noon Monday 8TH April 2024
Vacancy reference	HT24_19
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period.

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church Library

Christ Church Library is a busy and important resource and research centre. It has a working library in the lower part of the 'New Library', an eighteenth century building in Peckwater Quadrangle. This houses the modern collections, with c.40, 000 volumes on open shelves, primarily intended to provide undergraduate and graduate readers with the books they need for their studies. There is an additional c.25, 000 volumes in closed-access storage. In recent years, the Library has become more focused on student needs and the space has been improved in terms of layout, shelving capacity and number of workspaces. The collections have also been overhauled and brought up to date, though work remains to be done. The Burn Law Library, separated from the main Library, is housed in Tom Quad, and is well-resourced and exceptionally well stocked, with ample space for undergraduates and a separate graduate study room.

Upstairs in the main building are special holdings constituting one of the largest and richest collections of early printed books and manuscripts in Oxford after the Bodleian Library.



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These are of international importance and are particularly rich in music, theology, Classics, travel books, early science, and Hebrew studies. The Library has an imaging studio. The Library also offers exhibitions, talks and workshops. Christ Church is a member of the Oxford Conservation Consortium.

Role of the Library Graduate Trainee

Christ Church is seeking applications from candidates who are interested in pursuing a career in librarianship or planning to take a postgraduate course in library management.

Consequently, the trainee's role will encompass many facets of library work, including book-processing, enquiry shifts, and collection management.

This fixed-term post is an excellent opportunity to join a friendly college and gain experience working in a large, internationally renowned, Oxford library. The role is intended to provide a time-limited period of training and development and for this reason carries with it no expectation of permanent employment at Christ Church. Applications are welcomed from graduates in any subject and from any institution. However, applicants who already hold a professional qualification in librarianship or information management will not be considered.

The post involves participating in the Bodleian Libraries' trainee scheme. The scheme provides the necessary experience for applying for postgraduate courses in information and library management. This scheme offers an intensive training and development opportunity, and the support of a cohort of peers from libraries across the university. Training is held one afternoon per week, usually a Wednesday, and forms a normal part of the working week. Visits to other libraries within the city and University are arranged. Regular contact with the other trainees in Oxford is encouraged. Further details of the Bodleian Libraries' trainee scheme can be found at <http://blogs.bodleian.ox.ac.uk/oxfordtrainees/>.

Main Duties and Responsibilities

Reader Services

- To work regular shifts on the front-desk, answering enquiries from a range of users (students, staff, external visitors) by email, phone, and in-person.
- To use the Library's circulation system (Alma) to manage loans, fines, and overdues.
- To assist Library users with the self-issue machine and library printers.
- To help users find books, both on the shelves and via the library catalogue.
- To fetch requested books and keep them on hold.

Collection Management

- To process, label and tag new books, and re-cover existing copies as required.
- To help with stock-checks, weeding, and moves.
- To assist with reclassification of collections to the Library of Congress Classification.

Library Upkeep



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- To shelve returned books and keep the library trolleys tidy (in both the working Library and the Law Library).
- To create and maintain library signage.
- To keep the reading rooms tidy (by moving belongings to pigeonholes, emptying lost property etc.).
- To ensure library rules are observed (e.g. no food allowed).
- To contribute to the maintenance of a safe environment within the library, by following Health and Safety procedures and guidelines, and by noting and reporting any potential concerns observed within normal working areas.

Special Collections

- To supervise visiting readers
- To assist the Special Collections team in the care of the College's rare books and manuscript collections. This work includes undertaking enquiries, supervised listing of collections, exhibition work and learning about the conservation of Special Collections.

Professional Development

- It is expected that the Graduate Trainee will participate in all sessions organised by Bodleian Libraries for the Oxford trainee network and will undertake any additional training sessions or courses as directed by the College Librarian.

The above is not an exhaustive list of duties. The Graduate Trainee will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the College Librarian may reasonably expect and all employees are expected to work collaboratively to support the overall work of Christ Church.

The post-holder will be required to work onsite; this is not a role that can be worked remotely.

Selection Criteria

Applications will be assessed only against the criteria which are set out below, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria. Where possible, candidates should give specific examples to demonstrate their experience. These do not need to be limited to work experience, but can also come from academic study, voluntary roles, or other skills they have gained.

Essential Knowledge, Skills & Experience

- Must demonstrate an interest in pursuing a career in Librarianship or in a related field.
- Education to degree level or equivalent.
- Excellent communication skills, both written and verbal, with the ability to make swift decisions.
- Good interpersonal skills and confidence with people at all levels.
- Ability to work independently without supervision, as part of a team, and collaboratively with others.
- Attention to detail.
- Ability to absorb a wide range of new ideas and skills in a short time, and the ability to digest information and present it in a concise, clear form.
- Excellent IT skills, and particularly experience of using Microsoft Office.



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- Willingness to undertake training where required.

Desirable Knowledge, Skills & Experience

- Experience of frontline customer service.
- Reading knowledge of a modern European language or Latin.

Special Conditions

- The work can be physically demanding and requires lifting and moving of books and journals and the use of ladders and trolleys.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Terms and Conditions

- Salary: University Scale Grade 2, point 6 (currently £22,681 per annum).
- Working hours: 37.5 hours per week, Monday to Friday. The post-holder will need to have a flexible approach to working hours, as additional hours may be required at certain points of the year, and the post-holder will be expected to work such hours as are reasonably required to carry out their duties. Time off in lieu, when approved in advance, will be given.
- Probation period: there will be an initial probationary period of six months.
- Holiday: Annual leave entitlement of five weeks per calendar year, calculated pro-rata for part-time hours.
- Other benefits: On days when the post-holder is working in Christ Church for at least six hours, they will be entitled to lunch free of charge in the staff room when it is available.
- Eligible staff may join or remain a member of the University of Oxford Staff Pension Scheme (OSPS). Details are available on the website at: <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

How to Apply

Please apply using the online application form available at: https://fas.chch.ox.ac.uk/fas_live/chchlgt/ no later than the deadline of **noon on Monday 8th April 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Ms Gabriel Sewell, College Librarian, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees. References will be taken up for the successful candidate.

Documents should be attached as a single PDF. Should you have any queries please email recruitment@chch.ox.ac.uk. Due to the number of applications received we will not be able to offer feedback to non-shortlisted candidates.



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The appointment will be subject to provision of proof of the right to work in the UK.

Interviews

We expect to hold interviews week commencing **29th April 2024**.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Gabriel Sewell, College Librarian, gabriel.sewell@chch.ox.ac.uk for an informal discussion about this post. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favorably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.