



### FURTHER PARTICULARS

<b>Job title</b>	Digitisation Assistant
<b>Location</b>	Christ Church
<b>Department</b>	The Library
<b>Salary</b>	University Scale Grade 4 (currently £27,838 to £31,459, with a discretionary range up to £34,046)
<b>Hours</b>	37.5 hours per week
<b>Contract type</b>	Fixed Term contract for 12 months
<b>Responsible to</b>	College Librarian
<b>Application deadline</b>	<b>Noon 11 August 2025</b>
<b>Vacancy reference</b>	TT_031_Digitisation Assistant
<b>Additional information</b>	<p>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.</p> <p>This post is subject to a six-month probationary period.</p>

### Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. For more information please visit: <https://www.chch.ox.ac.uk/>.

### Christ Church Library

Christ Church Library is a busy and important resource and research centre. The Library is open to all members of Christ Church. It consists of the student library (West and East Library), the Burn Law Library and the historic Upper Library, which houses one of the largest and richest collections of early printed books and manuscripts in Oxford outside the Bodleian Library.

The working Library in the lower part of the 'New Library' building in Peckwater Quadrangle serves the needs of members of the College, particularly students of undergraduate taught courses. The Library aims to stock the books required for undergraduate courses, as well as a wide range of works for taught postgraduate courses and research students. Members of the public may visit the Upper Library during public opening times and researchers may consult the special collections by prior appointment.

### Role of the Digitisation Assistant

The role of the Digitisation Assistant is to manage Christ Church Library's digital content to support research, learning and teaching. The role holder will ensure that Christ Church Library provides its internal and external users with a digital library service, providing access to the Library's digitised collections. The role holder will help



develop and deliver digitisation programmes drawing on the Library's collections and support the improvement of the Library's Digital Asset Management System. This will include liaising with external stakeholders and vendors. The role holder will also manage and develop the Library's reprographics services to ensure that requests for digitisation are validated and processed in a timely manner.

This fixed-term post is an excellent opportunity to join a friendly college and gain experience working in a large Oxford college library. The role is time-limited due to an anticipated Library building project and the impact that may have on digitisation activities and for this reason carries with it no expectation of permanent employment at Christ Church. In addition, the digitisation will be conducted in phases and this role will be working on a particular phase.

### **Main Duties and Responsibilities**

Under the line management of the College Librarian the post-holder will carry out the following duties:

- Managing the Library's external reprographics service.
- Liaising with external digitisation service providers.
- Ensuring proper handling of storage of materials during retrieval and production for external digitisation service providers.
- Assisting with the identification of content for digitisation projects by external digitisation service providers as appropriate.
- Keeping relevant project trackers and databases up to date.
- Manipulating files using photographic editing software to required size and format.
- Providing basic collection-level and digital object-level metadata from a variety of sources.
- Conducting checks as to the eligibility of print materials for digitisation in accordance with the terms of the CLA Photocopying and Scanning Licence.
- Liaising with users placing requests with the service, including answering queries and troubleshooting.
- Participating in local and national professional networks to share best practice and monitor new developments in digitisation and online collection access.

The post-holder 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 to provide cover for colleagues in the Library in the event of absence.

### **Person Specification (selection criteria)**

The selection criteria are:

#### **Essential**

- Possession of a first degree or equivalent experience.
- Excellent communication skills (oral, written, formal and informal presentation.)
- Strong time management, planning and monitoring skills, including good judgement in the planning and delivery of projects.
- Ability to work independently, practically and resourcefully as a member of a small team, being willing to take ownership of duties and possessing the judgement to know when to take initiative and when to refer to others.
- Knowledge of scanning, digitisation, manipulation, storage and retrieval.



- Experience in using standard IT packages (Microsoft Office), the maintenance and use of databases, email and the internet, and the capacity to pick up other software packages quickly.

#### Desirable

- Knowledge and/experience with User Experience work around digital resources
- Basic awareness of copyright issues
- Understanding of methods for describing images including basic cataloguing / metadata schemas
- Experience of undertaking evaluation activities

#### Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

The appointment will be conditional on confirmation of an enhanced DBS and safeguarding training will be required.

#### Terms and conditions

- Salary: will be on the University Scale Grade 4, currently £27,838 to £31,459, with a discretionary range up to £34,046).
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. However, the post-holder will need to have a flexible approach to working hours
- Probation period: there will be an initial probationary period of six months.
- Other benefits: The post-holder will be entitled to lunches without charge in College during the periods for which these are available.
- Eligible staff may join or remain a member of the Oxford Staff Pension Scheme (OSPS).

#### Application process

Applications will be judged only against the criteria which are set out above, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

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.

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.

Please apply using the online application form available here

[https://fas.chch.ox.ac.uk/fas\\_live/chchda/](https://fas.chch.ox.ac.uk/fas_live/chchda/) no later than the deadline of **Noon 11**

**August 2025**. Applications received after this time will not be considered.



Application documents should include:

- A letter of application addressed to the 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.

#### Interviews

We expect to hold interviews week on Monday 1 September 2025.

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

#### **Important information for candidates**

##### Data Privacy

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>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

##### Equality of opportunity

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 favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.