

A photograph of the entrance to the Norwich University of the Arts building. The building is made of old, weathered stone and brick. The entrance is a large, arched doorway with a glass door and a set of steps leading up to it. There are several windows above the entrance, some with multiple panes. In the foreground, there are green trees and bushes, some with small red flowers. The scene is brightly lit, suggesting a sunny day.

**NORWICH
UNIVERSITY
OF THE ARTS**

**Library Assistant
(Extended Operating
Hours)**

norwichuni.ac.uk

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative ‘gamification’ of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

**Library Assistant
(Extended Operating Hours)**

Part-time

16 hours per week for 36 weeks per year
Monday to Thursday 5:00pm to 9:00pm

Salary:

From £8,217.65 to £8,723 per annum.

*Pro-rated from a full-time salary of £24,248
to £36,742 per annum*

Closing date for applications:

26th August 2024

Interviews will be held on:

9th September 2024

The Library is a successful University resource for students which scores highly in the National Student Survey and is a popular and distinctive learning resource for student of arts, design, architecture and media.

We are seeking to appoint a Library Assistant to provide front line support for users of the Library. The postholder will be the first point of contact for Library users and will assist in maintaining an effective Library service during evenings.

The duties are wide ranging and include providing information support to Library users, basic IT and reprographic support as well as general library administrative duties.

You will be committed to providing a professional standard of service, with excellent organisation and interpersonal skills, together with the ability to work on your own initiative. Candidates will ideally have knowledge of art design and media related disciplines. A good standard of general education and a GCSE or equivalent qualification in English is essential.



Job Description

Library Assistant
(Extended Operating Hours)

Reporting to: Library Manager





Job Purpose

- To provide front line support for users of the Library. To be the first point of contact for Library users and assist in maintaining an effective Library service during evening opening hours.
- Duties are wide ranging and include providing information support to Library users, basic IT and reprographic support and general library administrative duties.



Main Responsibilities

Support for users

- Enquiries including demonstration and support for various information systems (catalogue, self-issue system and other web-based services)
- Staffing First Floor Helpdesk
- Undertaking induction and orientation tours as needed
- Providing a proactive support, formal and informal, to users
- User support including basic IT support and reprographic services throughout the Library

Circulation

- Operation of Library Management System
- Operation of overdue and reservation procedures
- Helpdesk duties
- Maintenance of book reservation shelf

Library Environment

- Re-shelving of all media
- Shelving and shelf tidying
- Book repairs and maintenance of stock

Administrative duties

- Scanning materials under the conditions outlined in the Higher Education copyright licence
- Data collection and input as required
- Administrative work to assist with Library procedures
- Recovering lost and missing books
- Participation in general Library team projects: stock checking, moving books, stock editing and signage



Person Specification

Essential

- Good standard of education (5 passes at GCSE Grade C or above including Maths and English or equivalent)
- Excellent communication and interpersonal skills
- Excellent administrative skills
- Competent to work alone and be the first point of contact for the Library Service, during evenings
- Ability to use initiative, undertake duties with a flexible approach and minimal supervision and willing to work as part of a team
- Excellent organisational skills
- Commitment to a professional standard of service
- Capacity to work in networked computer environment using Mac and PC, copiers, scanners and printers
- Knowledge of Microsoft Office applications

Desirable

- Knowledge of art, design, media and architecture and related disciplines
- First degree or equivalent in a relevant subject area
- Experience as a Library Assistant
- Experience of using a Library Management System

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis to commence from September 2024

Hours of Work

The standard hours of work are 37 hours per week. The hours for this role are 16 hours per week, for 36 weeks per year.

Up to 4 weeks of your total working weeks per year may be during the summer holidays. The hours worked during this time can be agreed with your line manager in advance, for flexibility.

Working pattern

Monday to Thursday 5:00pm to 9:00pm

Salary

This post is on an incremental salary scale. The salary for this post is Grade 4, which is from £8,217 to £8,723 per annum.

Pro-rated from a full-time salary of £24,248 to £36,742 per annum

Annual Leave

This is a term time only position and you will receive paid holiday as part of your annual salary pro-rata to 22 days holiday plus 8 statutory days and up to 4 concessionary days leave per year when the University is closed (pro rata)

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 24.4%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is:
26th August 2024

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:
9th September 2024

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk.



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