

Leeds Beckett University – Job Description

Ref:

Faculty/Service	Library and Learning Services
Section	Student Experience
Post Designation	Learning Spaces Assistant
Grade	2
Post to which directly responsible	Learning and Technology Spaces Manager
Posts for which directly responsible	None
Purpose of Job	
To enable customer access to library spaces and physical resources to support an inclusive and creative library environment.	
Responsibilities	
<ol style="list-style-type: none"> 1. Maximise the availability of library books and other stock by quickly and accurately processing and reshelving them. 2. Arrange and shift books as necessary to optimise distribution of stock on shelves. 3. Answer basic questions from Library users, e.g. directions, use of equipment, use of library catalogue, location of books, etc. 4. Check Library facilities and IT equipment to ensure they are in working order and reports faults as necessary. 5. Assist with the collection and processing of data and customer feedback, to support the provision of a high quality, continuously improving, customer-focused service. 6. Represent Library and Learning Services in a positive and professional way, participating in library and university events such as clearing, open days, welcome, graduation and other relevant events. 7. Keep the library tidy and presentable. 8. Any other duties appropriate to the role and level 	

Equal Opportunities
We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.
Health and Safety
You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.
Physical Conditions

<p>The Learning and Technology Spaces Team works across both City and Headingley campuses.</p> <p>Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and campuses as appropriate.</p>
<p>Relationships</p>
<p>The postholder will work closely with staff and managers across the service and will work with and support the academic, administrative, technical and managerial staff of the University.</p>
<p>Terms & Conditions</p>
<p>Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.</p> <p>Salary is currently within Grade 2 pro rata. On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.</p> <p>Annual leave entitlement begins at 26 days pro rata. Hours of work per week = 18.5 to be worked in agreement with the line manager</p>
<p>Probationary Period</p>
<p>Appointment to this position may be subject to a probationary period of up to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.</p>
<p>Pre-employment Health Assessment</p>
<p>Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.</p>
<p>Qualifications</p>
<p>In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.</p>
<p>Closing Date</p>
<p>xxx (midnight)</p>
<p>Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxx on either 0113 812xxxx or xxxxxxx@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.</p>

Leeds Beckett University – Employee Specification

Ref:

Post Title	Learning Spaces Assistant	Grade 2
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. Good general level of education including GCSE English and Maths A-C and/or demonstrated equivalent	✓	Application
2. Experience of working in a busy customer facing service, with excellent, proactive customer service skills	✓	Application/Interview
3. Ability to organise and move materials, including: <ul style="list-style-type: none"> - Organising books correctly and quickly in detailed alphabetical and numerical order - Physical ability to move books, trolleys and to empty book return bins 	✓	Application/Interview/test
4. Ability to use a range of IT systems, software and equipment accurately and confidently.	✓	Application/Interview/test

Performance Attributes	Method of Assessment (Application/ Interview/Test/Other)
Please note that all the following criteria are essential .	
PLANNING & ORGANISATION	
5. Ability to adapt to flexible changing priorities, fluctuating demands or unexpected situations	Application/Interview
TEAMWORK	
6. Ability to build strong working relationships within and across teams, sharing information and expertise	Application/Interview
COMMUNICATION	
7. Ability to communicate effectively with students, team colleagues and managers	Application/Interview
COMMUNICATION	
8. Ability to represent the team, Library and Learning Services and the University in a positive and professional way and to know when to refer on to others	Application/Interview
LEARNING & DEVELOPMENT	
9. Evidence of commitment to training and continuing professional development.	Application/Interview
Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.	