

**University of  
Northampton**

**Information Assistant  
(Academic Services)  
Job Description**

**UoN**



# Information Assistant (Academic Services)

Responsible to: Scholarly Systems Manager or Digital Resources Manager or Collections Manager or Digital Resource and Discovery Specialist

Accountable to: Head of Library and Learning Services

## Overall Purpose

Information Assistants (Academic Services) provide administrative and systems support for discovery systems, acquisitions processes, metadata and cataloguing, copyright compliance, and the provision of statistical data, as well as correspondence with individual students and staff relating to these services.

The role will specialise in one or more of these areas depending on the service need and will report to either the Scholarly Systems Manager, Digital Resources Manager, Collections Manager or the Digital Resource and Discovery Specialist, accordingly.

## Principal Duties and Responsibilities

- To administer acquisitions processes and projects, including ordering stock, maintenance of online reading lists, inter library loans and the digitisation of resources.
- To undertake cataloguing, metadata and classification tasks and projects.
- To provide administrative support for copyright compliance processes and projects, including Copyright Licensing Authority audits and reports.
- To provide administrative, development and systems support to enable the efficient and effective operation of library information and management systems, including resource discovery systems, the institutional repository, electronic resource management systems and online reading lists.
- To undertake projects to evaluate, develop and promote the library's information systems and resources.
- To provide statistical data from a range of LLS services, systems and databases.
- To assist users of library services and related LLS provision, answering simple enquiries and making referral as appropriate.
- To help develop, promote and enable user access to specialist collections.
- To assist in induction for new staff.

## **Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of Library and Learning Services.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Please see Key below

Criteria	Essential / Desirable	Assessment Methods
<b>Qualifications</b>		
5 GCSEs at grade C or above, or NVQ Level 2, or equivalent qualification or relevant experience	E	A
2 or more A-Levels or NVQ Level 3 or equivalent qualification	D	A
<b>Skills, Knowledge and Experience</b>		
Experience of project work as a team member	E	A, I
Experience of using IT for office applications, e.g. spreadsheets and word processing	E	A, I
Good written and verbal communication skills	E	A, I, T
Experience of library information and management systems	D	A, I
Knowledge and understanding of databases and systems	D	A, I
Experience of using resource discovery tools, including online reading lists	D	A, I
Relevant work experience	D	A, I
Knowledge of internet and web-based applications	D	A, I
Experience of library cataloguing, metadata and classification, using relevant standards	D	A, I
<b>Personal Qualities</b>		
Self-motivated	E	A, I
Good at working collaboratively as a member of a team	E	A, I
Organised, accurate and methodical	E	A, I, T
Ability to work unsupervised	E	A, I
Digitally literate	E	A, I, T
Interest in library and information processes and systems	D	A, I
Interested in personal and professional development	D	A, I

Ability to adapt to organisational change

D

A,I

Ability to adapt to technological advances in the workplace

D

A,I

(E) Essential  
(D) Desirable

(A) Application  
(I) Interview  
(T) Test  
(P) Presentation

# Terms and Conditions of Employment

<b>Job Title:</b>	Information Assistant (Academic Services)
<b>Duration:</b>	Permanent
<b>Hours:</b>	Part time: 22 hours per week
<b>Salary:</b>	Grade 4: £18,777 - £20,989 per annum
<b>Work Base:</b>	Park Campus or any of the University of Northampton premises as required
<b>Pension:</b>	Eligible to join the Local Government Pension
<b>Holidays:</b>	21 days per annum plus 5 days after 5 years continuous service plus Bank Holidays and Closed days.
<b>Notice period:</b>	1 month
<b>Probationary period:</b>	6 months

## Additional Points to Note

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade

Should you be shortlisted to attend an interview the University will not reimburse you for any expenses incurred.