

OXFORD UNION SOCIETY

Further particulars for the post of Librarian-in-Charge (Full time)

The Oxford Union Society Library

The Oxford Union Society was founded in 1823 and its Library established from 1826. Its original aim was to collect political and controversial literature, journals and newspapers. Later in the nineteenth century the Library's remit was extended to include material of a more academic nature, in support of teaching and learning within the University of Oxford. Current purchasing policy, uniquely amongst Oxford libraries, is influenced by a desire to meet the needs of University members in both recreational and academic reading. Thus, in addition to textbooks and other academic materials, the Library also buys DVDs, fiction and travel guides, all of which form a key part of its lending stock.

The collections are housed in a series of reading rooms and closed access stacks. These include the internationally famous 'Old Library', built in the 1850s and decorated by leading Pre-Raphaelite artists including William Morris, Dante Gabriel Rossetti and Edward Burne-Jones.

Membership of the Oxford Union is for life, so Library users include both current and past students of the University, though most are in fact current undergraduate or graduate students. The Library is also unique in Oxford in being part of a private members' debating society, run by and for University members, and thus officially outside the jurisdiction of the University authorities. It is instead administered by an alliance of senior and junior (i.e. student) members, amongst whom the latter are the more prominent.

The Library is working on a major project to catalogue its holdings onto the Oxford University library system and to re-classify the bookstock to the Dewey Decimal Classification. The effect of this has been to make the collections more readily accessible to users and the impact of this is being seen in increasing levels of usage. An extensive renovation of the buildings housing the Library collections was completed in 2005. This improved the environmental conditions for both the collections and the users of the Library and provided attractive new office space for the Library staff.

Further information on the Society and its Library is available from the web site at www.oxford-union.org/library

The post

The Librarian-in-Charge is one of a team of four staff within the Oxford Union Society Library, reporting to the Senior Librarian, who is a Senior Member of the

Oxford Union Society. The purpose of the post is to provide an efficient and effective Library service to Oxford Union members and others eligible to use the Library and to develop it in line with the mission of the organisation and the future needs of Library users

Duties

1. To formulate Library strategy and policy in conjunction with the Library Committee, the Library Strategy Committee and any other relevant bodies set up to oversee the Library's operation and future development
2. To be responsible for the implementation of the agreed strategy
3. To provide a customer-orientated Library service and to ensure that customer needs form a central focus in service development
4. Working with the Library Committee, to develop the Library collection in line with the collection development policy and the needs of Library users
5. To promote effective exploitation of the Library's resources through provision of Library catalogue(s) and subject access to the collection
6. To manage the collection to ensure its ongoing relevance to Library users, for example through stock editing and disposals programmes, reviews of missing books and stock takes, liaising and agreeing methodology as required with the Library Committee and the President
7. To ensure that the physical condition of the collection is monitored and where possible within budgetary restraints, problem areas addressed
8. To negotiate and agree the annual budget for the Library with the Bursar and the Senior Treasurer; to take responsibility for the provision of a cost-effective Library service within the agreed budget and to provide appropriate financial reporting
9. To supervise the work of all Library staff and to ensure that their training needs are met, and to liaise with the Bursar on all matters regarding employees, including recruitment, salaries, terms and conditions of employment, contracts, holidays and disciplinary matters
10. To ensure that the Library's internal administration is efficient and well co-ordinated; to ensure that the necessary IT support is in place and up-to-date and to promote good communications both within the Library team and with other Union staff
11. To assist on the Library Desk as required, for example dealing with enquiries, circulation of stock and registration of borrowers, and to assist with general maintenance and tidying of the Reading Rooms

12. To liaise with Officers of the Union, Bursar and Office staff as required, to sit on the Library Committee and Library Strategy Committee and to attend at Standing Committee if required
13. To represent the Oxford Union Library in University-wide and external fora
14. To undertake any other duties as directed by the Senior Librarian or any of the Library management committees

Person Specification

Experience, knowledge and skills

The successful applicant will be a qualified librarian, preferably with 5 years' or more experience in an academic library. Experience of strategic planning and of managing staff and budgets is desirable. Familiarity with the University of Oxford's OLIS (Aleph) system is desirable but not essential as full training will be given.

Personal attributes

Excellent organisational skills are important in this post, as are initiative and the ability to plan ahead. The postholder will lead a team of four, reporting to and collaborating with a wide range of stakeholders and customers, so good communication skills are essential. Teamskills and a strong customer focus will enable the post-holder to lead the Library team in providing an effective service to Library users.

Conditions of Employment

This post is full-time, 35 hours per week.

The salary for this post is **£33,817** Some evening (to 7.00 p.m.) and Saturday (afternoons) working will be required during term time. The Library is generally closed for a week at Christmas, a week at Easter and two weeks following the August Bank Holiday. In addition, the post-holder will have 2 weeks' elective holiday entitlement. These days must be taken in the University Vacation.

Applications

Informal enquiries may be addressed to Mrs Su Lockley, the Librarian-in-Charge, The Oxford Union Society, Frewin Court, Oxford, OX1 3JB (email librarian-in-charge@oxford-union.org tel. 01865-246782). Applications, consisting of a curriculum vitae and covering letter and the names of two referees should be emailed to the Bursar, Mrs Lindsey B Warne, at jobs@oxford-union.org or sent by post to The Bursar, Oxford Union Society, Frewin Court, Oxford OX1 3JB to arrive not later than the closing date. Applications should state the nature of the relationship between the applicant and each referee.

Closing date for applications is **Monday 26 June 2017**

Please note there is no application form for this post.