The University

London South Bank University (LSBU) is one of London's largest and oldest universities. LSBU is an enterprising, civic university that tackles real-world challenges. Since 1892, LSBU has been providing relevant, accredited and professionally recognised education.

The majority of courses are accredited by professional bodies, and many feature placements and opportunities for work experience, which allows students to take advantage of the links the university has built with industry. Academic staff are often industry professionals who continue to foster working relationships in their respective fields.

LSBU’s mission is to be recognised as an enterprising civic university that addresses real world challenges.

Academic Structure

The University has seven schools of study:

Applied Science
Arts & Creative Industries
Built Environment & Architecture
Business
Engineering
Health & Social Care
Law & Social Science

Teaching and the main administration is conducted at the Southwark Campus for all courses, except the professional courses in nursing, midwifery, health and social care, which are also offered at Havering.
Management Structure

The Chief Executive of London South Bank University is the Vice Chancellor who is supported by an Executive Team consisting of a Deputy Vice-Chancellor, two Pro Vice-Chancellors, Executive Director of People and Organisation, Chief Operating Officer, Chief Finance Officer, and the University Secretary.

The Executive provides support to University Board and the Vice-Chancellor in the execution of their responsibilities. The Executive engages in strategic planning for the University that will require increased awareness and exposure to developments outside the institution. The Executive has primary responsibility for development of proposals to the Board and for delivery of the medium term strategy.

In particular, the Executive makes recommendations to the Vice Chancellor on the following:

- The education character and mission of the University.
- The development and delivery of strategies to achieve the character, mission and goals of the university.
- The opportunities and challenges faced by the University and its subsidiaries
- The medium term strategy for approval by the Board

Members of the Executive are expected to act as a team and to conform to the values set out in LSBU’s behavioural framework.

Below the Executive is an Operations Board.

The Operations Board comprises the collective senior management of the University. The Operations Board provides a vehicle to ensure effective oversight of, and accountability for performance management and detailed operational management.

Responsibility for operational management lies with each member of the Operation Board, but the Vice Chancellor expects that management responsibilities should be devolved to the lowest level commensurate with efficiency, effectiveness and accountability.

The Operations Board advises the Vice-Chancellor/Chief Executive on the following issues:

- The strategic leadership and overall management of the University.
- The development of an integrated corporate plan designed to deliver the vision and medium term strategy.
- The efficiency and effectiveness of the University’s operations.

Members of Operations Board are expected to act as a team and to conform to the values set out in LSBU’s behavioural framework.

In the first instance the LSBU Operations Board will comprise of:

The Executive; Deans of Schools; Director of Academic Related Resources; Director of Enterprise; Director of Planning, Information Reporting; Director of Marketing and UK Student
Recruitment, and Director of Estates.

**Academic Facilities**

The Perry Library at the Southwark Campus houses over 400,000 books and provides access to over 58,000 journals in print and online. As well as staying open till midnight during term, members of the University can access its electronic resources via the internet. The Learning Resources Centre provides over 400 personal computers on open access (also until midnight) together with training, help, and advice. There are also libraries and IT provision at the health campuses.

**Leisure and Entertainment**

The new Student Centre is home to a range of activities and support for students including the Students' Union which supports numerous societies ranging from cultural, such as African, Asian and Chinese, to the mainly social societies such as the D-Zone groups for those into dance music. An Athletic Union works within a central University Sports Academy, with a gym, fitness centre and sports hall located at the London Road building.

**Accommodation and Student Welfare**

Around 1,200 hall places are available close to the main campus at Southwark, with many rooms having en-suite facilities. The University guarantees accommodation to international students and gives priority to first and final year undergraduates.

**JOB SPECIFICATION**

**School/Department:** Library and Learning Resources (LLR)

**Job Title/Grade:** 5

**Reporting to:** SLRA Subscriptions & Licensing

**Purposes of the post**

To be responsible, with team colleagues, for the delivery of effective information services through the recording, maintenance and provision of subscription, licensing and electronic information services to LLR users.

Individual post-holders will have specific responsibility for areas of work within IRM and are also expected to be flexible in providing support as required within the wider IRM and LLR team.

**Key working relationships in the Library service:**
IRM team, Academic Liaison team, User Services team, Business Support staff

**MAIN ACTIVITIES AND RESPONSIBILITIES**

1. Maintenance and administration of accurate order records and other records for serials, databases, contracts and licenses, including notice periods, renewal dates and invoices paid.
2. Maintenance of accurate serials receipt records, claiming and invoicing of serials and standing orders on the library management system (Sierra).

3. Identification and downloading of good quality bibliographic records and class numbers from external databases.

4. Liaison (verbally and in writing) with LLR users, wider LSBU colleagues and suppliers, acting on reports and queries, investigating and resolving problems as appropriate.

5. Contributing to the day-to-day tasks covered by the Serials & Licensing team, which may include: staffing the e-helpdesk for on/off campus access, logging and investigating access problems relating to online resources, preparation of online helpsheets, contributing to maintenance of Sierra records, updating website information and reporting against relevant quality measures.

6. Frontline customer service from helpdesks, including dealing with information queries and troubleshooting IT issues to ensure that Users (with a wide range of skills and abilities) are supported.

7. To take on such other duties and responsibilities as delegated by the Head of Department or other relevant manager.

**SELECTION CRITERIA**

**Qualifications**

A. Degree and/or recognised Library qualification (D)

B. ECDL or comparable IT qualification. (D)

**Experience and Knowledge**

C. Substantial library or information experience (E)

D. Subscriptions, Serials and Licensing experience (D)

E. Experience with a range of IT applications including MS Office and experience of working with a library management system (preferably Sierra). (E)

F. Awareness of bibliographic standards and their application/importance in a library environment. (D)

**Competencies/Skills/Abilities**

G. A methodical approach to work with attention to detail and a high level of accuracy. (E)

H. Flexibility and excellent organisational skills, the ability to prioritise tasks and meet deadlines. (E)

I. Ability and willingness to contribute to successful team work. (E)

J. Excellent communication skills, verbal, written and electronic. (E)

K. Excellent customer service skills. (E)

L. Demonstrable understanding of equality and diversity issues and their application in the Library service. (E)
M. Commitment to personal development to enhance effectiveness in job role. (E)

N. Flexibility to allow agreed evening and/or weekend duties. (E)

Able to demonstrate an understanding of, and commitment to, equality and diversity, and its practical application.

NOTES TO APPLICANTS

Please state clearly on the application form the post title and reference number for which you are applying.

Applicants should complete the enclosed application form in full addressing the main activities and selection criteria for the post. CV’s should not be submitted

Please note that this is a 1 year fixed-term maternity cover, 28 hours per week

CONDITIONS OF SERVICE

This post is graded at Grade 5. The full time salary range is £26,764 to £29,568 per annum, inclusive of £4,270 London Weighting per annum.

The basic working week will be 28 hours, worked from Monday to Friday; 9.00am to 5.00pm, with a one hour unpaid lunch break each day. Working pattern open to negotiation.

Annual Leave commences at 21.2 working days per annum plus public and bank holidays and days when the University is closed.

The successful candidate will serve a 20 week probationary period and an interim report will be made at the end of 12 week’s service.

All appointments are subject to the receipt of references satisfactory to the University. It is standard procedure to apply for references only for the successful candidate.

Offers of appointment are subject to proof of permission to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and original documentary evidence will be required.

The successful candidate will be required to complete a pre-employment medical screening questionnaire, and may be required to undergo a medical examination prior to a written offer of employment being made.

The University offers automatic membership to the Local Government Superannuation Scheme (LGPS) which is a defined benefit occupational pension scheme. The benefits under the Scheme are based on length of membership and Career average salary. Contribution rates vary according to the level of pensionable pay. Details of the contribution rates and pay bands, together with details of the Scheme can be found in the London Pensions Fund Authority (LPFA) document:

http://www.yourpension.org.uk/LPFA/In-The-Scheme/Guides--FAQs-and-Factsheets.aspx

RETURN OF APPLICATION FORM
Please follow the instructions under the relevant vacancy on the LSBU website and upload your application form. You will receive an email confirmation that your application has been received.

A further letter will be sent only to short listed candidates. If you have not heard from the University within three weeks of the closing date, please assume your application has been unsuccessful.

EQUAL OPPORTUNITIES POLICY STATEMENT

The University is committed to equality of opportunity both as an employer and as an educational institution.

The University will promote good relations among its staff and students and will create conditions which contribute to the full development and potential of all its members.

NO SMOKING POLICY

Applicants will wish to note that the University has a no smoking policy which means that smoking will not be permitted anywhere in the University buildings.