

Band 5:

University Of Brighton

Assistant Information Adviser

Information Services

Location: Brighton - Grand Parade

Salary: £26,243 to £29,515 per annum

The St. Peters House Library has an opportunity for someone committed to providing a robust library service for our diverse community at the University's Grand Parade campus as well as members of the public in the centre of Brighton.

As the Assistant Information Adviser you will teach classes of students to be information literate; answer queries from our users about our collection of books, journals, and objects; manage an important collection including extensive exhibition catalogues and artists books; communicate to our public via University and Social Media channels; and take responsibility for the library when scheduled to be the senior member of staff on duty.

A professional qualification in library and information work is essential and you will have a good working knowledge and understanding of print and digital information sources useful to the community of scholars and artists in a University setting.

You will work as part of a team to contribute to projects managed by the Library Manager and the Information Adviser; subject expertise is not a requirement however an understanding of the scholarly discourses and artistic practices is helpful; the campus is home to three schools: the School of Art, School of Humanities, and School of Media.

You will deliver customer-focused services to students and academics. You can manifest collegial relationships with the people who work with you at every level.

The post includes regular evenings and some weekend working for which appropriate enhancements will be paid.

This is a full time, permanent post and we welcome those candidates wanting to apply as part of a job share basis.

In return, the university offers a wide range of benefits including a generous pension scheme, annual leave starting at 25 days a year plus additional leave over the Christmas period, childcare vouchers and travel loans.

Assistant Librarian
Collection Projects and Resources
Full time
Fixed term: 18 months in duration
£22,875 per annum
Application deadline: 12 Noon on Friday 15th March



The British
Museum

The British Museum is seeking to appoint an Assistant Librarian to help with operation of the Museum's new library service. This is an exciting time to join the team as the Museum develops a new library service, following an internal review of its research support functions. The Assistant Librarian will play a pivotal role in providing access to the Museum's highly specialised research collections to a diverse user community.

Key areas of responsibility:

- Primarily responsible for one of the four following functions: library enquiries, inter-library loans, reader services administration, acquisitions ordering and processing.
- Finance administration, including processing purchase orders and invoices, and budget monitoring.
- Provide access to the library for staff and the public, and assist with day-to-day user enquiries regarding the content and use of the Museum library and digital resources.
- Assist in delivering projects associated with particular library collections.

Person specification:

You will hold a degree in librarianship or information management that is accredited by CILIP or a degree in any subject and demonstrable evidence of work towards an accredited postgraduate qualification in information management. You will have a demonstrable knowledge of RDA/AACR2 and MARC standards, working in a research-driven special or academic library environment and experience of financial administration. You will be a well-organised, task oriented flexible communicator, with effective interpersonal skills. You will be able to work independently and as part of a team.

Assistant Librarian - Band 5

Full-time 18 month fixed contract

Base: Crawley Hospital Library

Closing Date: 21st January 2019

Interview Date: 1st February 2019

Newly Qualified or Just Qualifying – Come and Join Our Team!

The Library & Knowledge Services Team at Surrey and Sussex Healthcare has created a post just for you.

This post is designed specifically for a newly qualified librarian. The post will be for an 18 month period and has been created to give a newly qualified librarian a wide range of experience within the healthcare setting, with the aim of enabling them to take up a more specialist role within the NHS at the end of the 18 months.

The current post holder has been successful in gaining a permanent librarian post within the health sector. What they said about the post in our team:

“As a newly-qualified Librarian, this post has been the perfect starting point for a career as a healthcare librarian. The team are incredibly friendly and supportive. Over the last 14 months I’ve had the opportunity to lead a reading group, develop literature searching skills and facilitate training sessions. All of the skills and professional development has led to me taking on a full-time position as an Information Specialist within the health sector. I took advantage of onsite accommodation too.”

The successful candidate will be based at the Crawley Hospital branch library where they will be expected to assist library users. They will gain in-depth experience and skills in specific functions of the library service including: stock selection, cataloguing, literature searching, critical appraisal, teaching, e-resources, library website, marketing & promotion and working with our Outreach Librarian. They will be expected to lead at least one project during their 18 months.

A development programme will provide plenty of opportunity to develop skills, attending internal and external training programmes, with visits to other local library services both from within and outside the NHS. The successful candidate will be encouraged and supported to complete the registration process to become a chartered member of CILIP.

We are a small team made up of six librarians (including this post), two senior library assistants and three part-time library assistants. If you would like to build on the knowledge you have gained at university and would like to work in an environment where every day is different, come and join us at Surrey and Sussex Healthcare.

If you need somewhere local to live it is possible to rent a room in the hospital accommodation at East Surrey.

To find out more about this post please contact Rachel Cooke, Head of Library Services and Knowledge Management tel: 01737 768511 ext 6054 or rachel.cooke1@nhs.net.

Public Health Librarian

REF NO: NHE00006

PUBLISHED: 1/12/2017

CLOSES: 15/12/2017

LOCATION: Meridian Court Glasgow or Gyle Square Edinburgh

SALARY: £26,830 - £35,933 per year

CONTRACT TYPE: Permanent

POSITION TYPE: Part Time

HOURS: 15.00 hours per week

The postholder will deliver a range of specialist knowledge services to the Public Health workforce and provide knowledge management expertise to projects with a focus on improving population health and reduce health inequalities in Scotland; to develop and improve services in order to ensure that NHS Health Scotland is equipped with high quality, appropriate knowledge resources to support delivery of its strategy.

For further information and informal discussion please contact Julia Green, Knowledge Services Manager, 0131 314 5462 or JuliaGreen@nhs.net

Please email your completed application form by 4pm on 15th December 2017, to nhs.healthscotland-recruitment@nhs.net.

Salary placement will start at the bottom point of the scale unless individuals have previous NHS experience.