

Job Description

Job Title:	Librarian
Contract type:	Permanent (Full-time or Part-time considered)
Location:	Oak Hill College, Southgate, London
Salary:	£28,000-£35,000 FTE dependent upon experience (pro-rata for part-time)
Appointment:	Summer 2021

Oak Hill College is a leading Christian theological College in north London, providing UK Higher Education Institution (HEI) accredited training to equip students for ministry in both Anglican and Independent churches as well as other Christian organisations. Oak Hill is a Validated Partner of Middlesex University.

The College serves the church of Jesus Christ by preparing men and women for a lifetime of ministry and mission leadership in the UK and around the world. Oak Hill provides full-time and part-time training, in a residential learning and worshipping community with near equal numbers of Anglican and Independent students. The training includes theological study and church placements, with an emphasis on formation for ministry and personal growth in spiritual maturity. The College has approximately 130 students in training at any one time.

The Librarian is responsible for the day-to-day running of the Library, reporting to one of the Acting Vice Principals, and managing student helpers as required. The Librarian has the primary responsibility of optimising the Library resources in order to deliver an effective service for members of the College community, with particular reference to the student body, and also for outside readers registered to use the Library.

The Library holds over 50,000 items. The holdings comprise historical material and a wide range of contemporary resources from a variety of different traditions to support the teaching which takes place in College and to facilitate research. All books are catalogued according to current cataloguing practices and are classified using the Library of Congress scheme. Heritage Library modules are used for cataloguing books and maintaining reader records. The Library subscribes to over 100 current journals and also has a substantial collection of back issues, all of which are controlled by a manual system. Many of these are also available online, through an EBSCO subscription.

Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post Holder

Principal Responsibilities:

To undertake general day-to-day duties, including but not limited to:

- Maintain the printed and electronic collections in good order.
- Provide and maintain the lending service, including maintaining and deleting reader records, issuing fines and controlling stock.
- Run the reservation system for staff and students.
- Provide day-to-day assistance to readers and staff when necessary.
- Ensure the Heritage software is regularly updated and indexes are rebuilt.
- Monitoring, maintaining and enhancing the collection's usefulness for the different subject areas needed by the College.
- Manage the selection and acquisition of new stock in accordance with agreed policy and budget.
- Supervise and/or administer the cataloguing, classification and processing of new stock and periodicals.
- Disposal of out-dated stock to maintain a 'steady state' Library.
- Arrange Inter Library Loans of material for staff and research students.
- Improve access to and use of e-books and e-journals.
- With the assistance of IT staff, ensure the effective provision of networked electronic resources.
- Maintain the Library web pages on the Information VLE.
- Provide training in information retrieval skills for dissertation students.
- Provide formal induction sessions to the Library facilities for all new student members and new staff members, and training in the use of the Modules VLE.
- Creating the Modules VLE structure for each semester. This involves liaising with tutors to ensure correct materials are available for each module; populating the module sites with scans; creating links to e-books and e-journal articles; and archiving and managing past module sites. It also entails finding Open Access material that is legally available on the internet.
- Responsibility for checking copyright issues and creating scans on the VLE, including reporting annually to the CLA and curating the collection of scans.
- Checking module reading lists and making appropriate changes to loan status as necessary.
- Organise and take an active role in the Library Committee.
- Prepare proposals, in consultation with the Academic Vice-Principal, for annual budgets and development projects.
- Attend the College Academic Board and Courses Evaluation Committee, to represent the interests of the Library. Also attending Faculty meetings when requested.
- Other duties which are broadly consistent with this role.

Miscellaneous

Oak Hill College reserves the right not to make an appointment to this position.

Person Specification

The person appointed will:

- Be educated to degree level, with a further qualification in librarianship / information services
- Offer a minimum of 3 years previous experience of working in an academic Library
- Have demonstrable subject matter expertise and interest in Christian theology
- Evidence of good work relationships with academic staff
- Be able to recognise and meet the needs of all users in order to deliver a professional and high quality service
- Offer a flexible approach, particularly to accommodate varied working demands due to the academic calendar
- Be motivated to equip students for Christian ministry
- Demonstrate excellent administrative, organisational and IT skills
- Have the ability to work alone or as part of a team

And ideally will:

- Be a member of the Chartered Institute of Library and Information Professionals
- Have previous experience in managing volunteers
- Experienced in VLE platforms, such as Moodle

Notes for Applicants

To apply, in the first instance please complete an application form available at www.oakhill.ac.uk/information/jobs and email it to Sarah Briggs, Trust HR Manager at s.briggs@kinghamhill.org