



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Library Graduate Trainee
(1 year fixed term appointment)**

Requirement

St John's College is looking to appoint a Library Graduate Trainee to contribute to the overall work of the College Library, so gaining experience relevant to the pursuit of professional qualifications in Librarianship or in a related branch of information science.

St John's College

St John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the promotion of education, religion, learning and research.

Department Aims: to provide a modern, efficient and welcoming Library service for all members of the College, and for all others with valid reasons to make use of the College's library and archival collections and facilities, so enabling the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title:	Library Graduate Trainee (one-year fixed term appointment)
Department:	Library
Responsible to:	The Librarian and Head of ISS. The Academic Services Librarian has day-to-day supervisory responsibilities for those aspects of the Graduate Trainee's job that relate to the Working Library.
Job Purpose:	To contribute to the work of the College Library in a variety of key areas, so gaining experience relevant to the pursuit of professional qualifications in Librarianship or in a related branch of information science.

Principal Responsibilities

- 1) In order to ensure ready access by readers to books and other items in the Library collections, the Graduate Trainee will be taught cataloguing to the leading current professional standards using the current automated library management system, and will learn how to classify books following the Library of Congress Classification Scheme. The Trainee will also learn how to operate the Library's automated book-ordering system, and how to process incoming material. This knowledge will then be put to use in specific and varied cataloguing tasks through the year.

- 2) In order to help the Library provide an efficient service to its readers, the Graduate Trainee will spend some time working behind the issue desk. Related tasks will include running the circulation system, shelving, labelling books and answering reader enquiries.
- 3) In order to enhance access to and appreciation of the Library's special collections and biographical collections by readers and visitors, the Graduate Trainee will:
 - i) assist the Special Collections Librarian and/or the Archivist in the care of the College's rare books, manuscripts, archives and other special collections. This work involves invigilation work, undertaking bibliographic enquiries, which are sometimes complex, looking after visiting scholars, supervised cataloguing and listing, some exhibition design and construction, and learning about the conservation of unique material.
 - ii) assist the Biographical Librarian in tasks associated with development of the College's biographical database, including the preparation of answers to some written enquiries.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Librarian from time to time. The Graduate Trainee will participate in many aspects of Library work, including implementation of the Old Library's Education Outreach Policy and exhibitions programme.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role, or are desirable additional attributes.

Qualifications, Knowledge and Experience:

The Trainee must be a good honours graduate.

The Librarian will monitor his or her progress throughout the year and ensure that s/he receives a thorough training in all appropriate areas of Library activity. As part of this training, the Graduate Trainee will be introduced to the range of library provision within the University, and will normally be offered opportunities to visit the University Library and other Cambridge libraries. The Librarian and Sub-Librarian will ensure that s/he is advised on the range of training and career opportunities open to Graduate Trainees.

Skills, Abilities and Competencies:

- Must demonstrate an interest in pursuing a career in Librarianship or in a related field.
- Good communicator at every level.
- Ability to make swift decisions at the Issue Desk, dealing with readers and their enquiries in a courteous, efficient and informed manner.
- Accuracy in written work and in book cataloguing is essential. The Graduate Trainee has to decide on the degree of detail to include in written responses to enquiries, and in bibliographic records.
- Ability to absorb a wide range of new ideas and skills in a short time, and must be able to digest information and present this, both in writing and face to face, in a concise, clear form.
- Ability to form an effective part of a team when necessary but also have the capacity to work successfully on individual projects. When working on such projects, the Graduate Trainee is

expected to set personal targets and schedules, and to apply individual initiative to the tasks in hand.

Terms and Conditions

Length of post:	One-year fixed-term appointment starting on 1 August 2020
Salary:	The salary for the post will be between £20,893.55 - £23,288.40 p.a. (depending on experience) plus benefits
Hours of work:	The hours for the post will be 36.25 per week. Exact hours to be arranged with the Librarian. There may also be a requirement to work on one or two Saturdays and Sundays a year to cover special events.
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a pension scheme after a qualifying period (currently provided by NEST).
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on **20 January 2020**. Interviews are expected to take place in the week beginning **3 February 2020**.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.