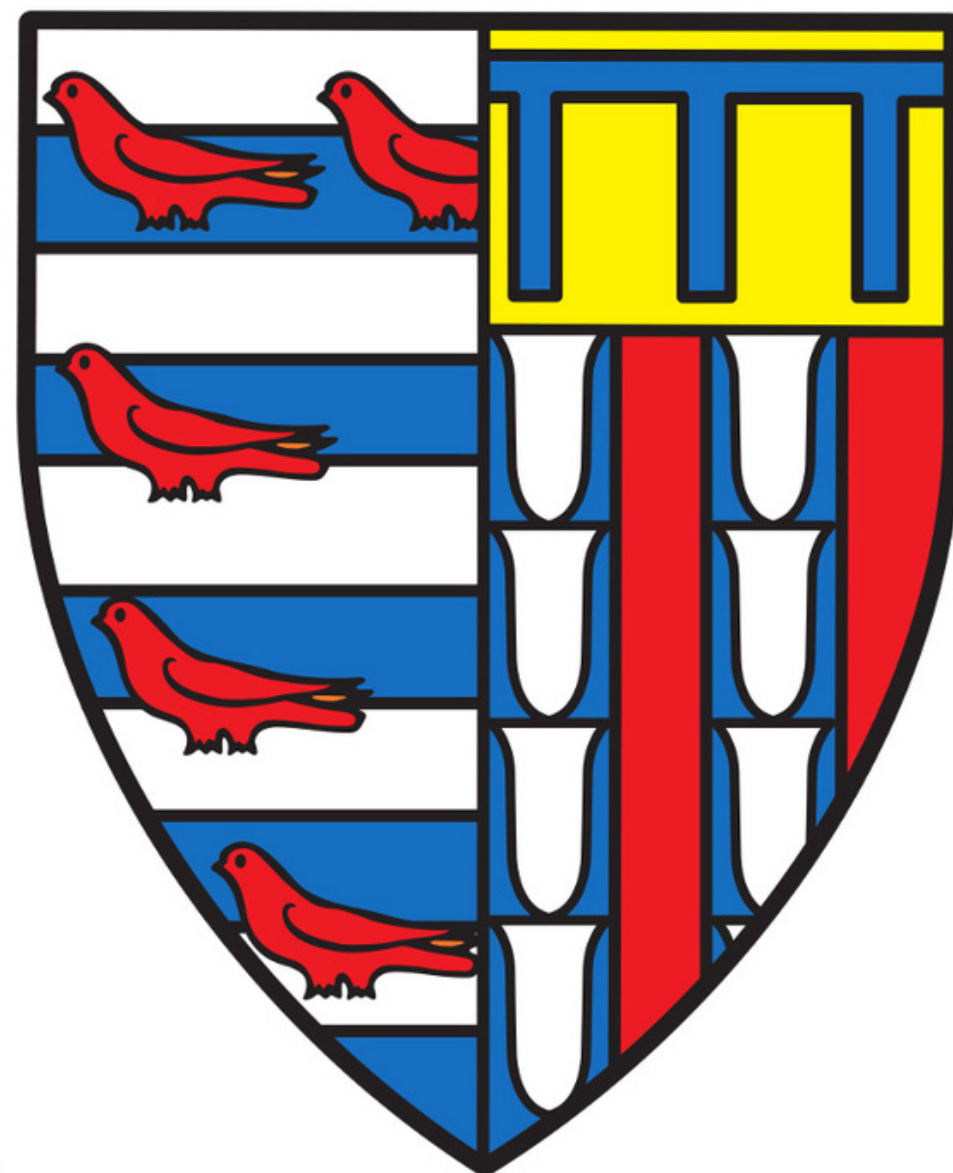


# PEMBROKE COLLEGE

LIBRARY AND ARCHIVE

## GRADUATE TRAINEE LIBRARIAN (FIXED TERM)



JANUARY 2024

CAMBRIDGE



## THE ROLE

The Library wishes to appoint a dedicated and hard-working Graduate Trainee Librarian for 2024-2025. The post offers an ideal opportunity to gain a wide range of experience in a busy academic library before embarking on a career in library and information work. Candidates should have or expect to be awarded a good honours degree or equivalent qualification. The Library welcomes applicants from any subject background. The role is based in the 19th-century Waterhouse Library which occupies 5 levels of the building.

The post-holder will provide assistance in the College Library with a range of day-to-day operational tasks and will assist with designated Library projects. This training post is designed to equip the post-holder with a wide range of practical library experience prior to the attainment of a formal academic library and information qualification. The post-holder is expected to play a full part in the Library team, promote the Library's services to its users, gain valuable organisational and project management experience, and contribute to improvements in the Library's services.

As this is a training post, the post-holder will have the opportunity to attend training sessions both within the University and externally, and to take part in visits and other professional activities arranged on behalf of the graduate trainees in Cambridge. Although most of these sessions take place in work hours, the post holder is expected to contribute to their own professional development outside of work hours.

Please note that this is a training post aimed at people who are new to the profession. Therefore, applications from anyone with more than 3 years' cumulative experience in libraries or archives, with any library management experience, or who has started or completed a library qualification will not be considered. We welcome candidates who have other work experience that wish to start a career in library and information work.

The successful candidate will be required to undertake an enhanced DBS check.

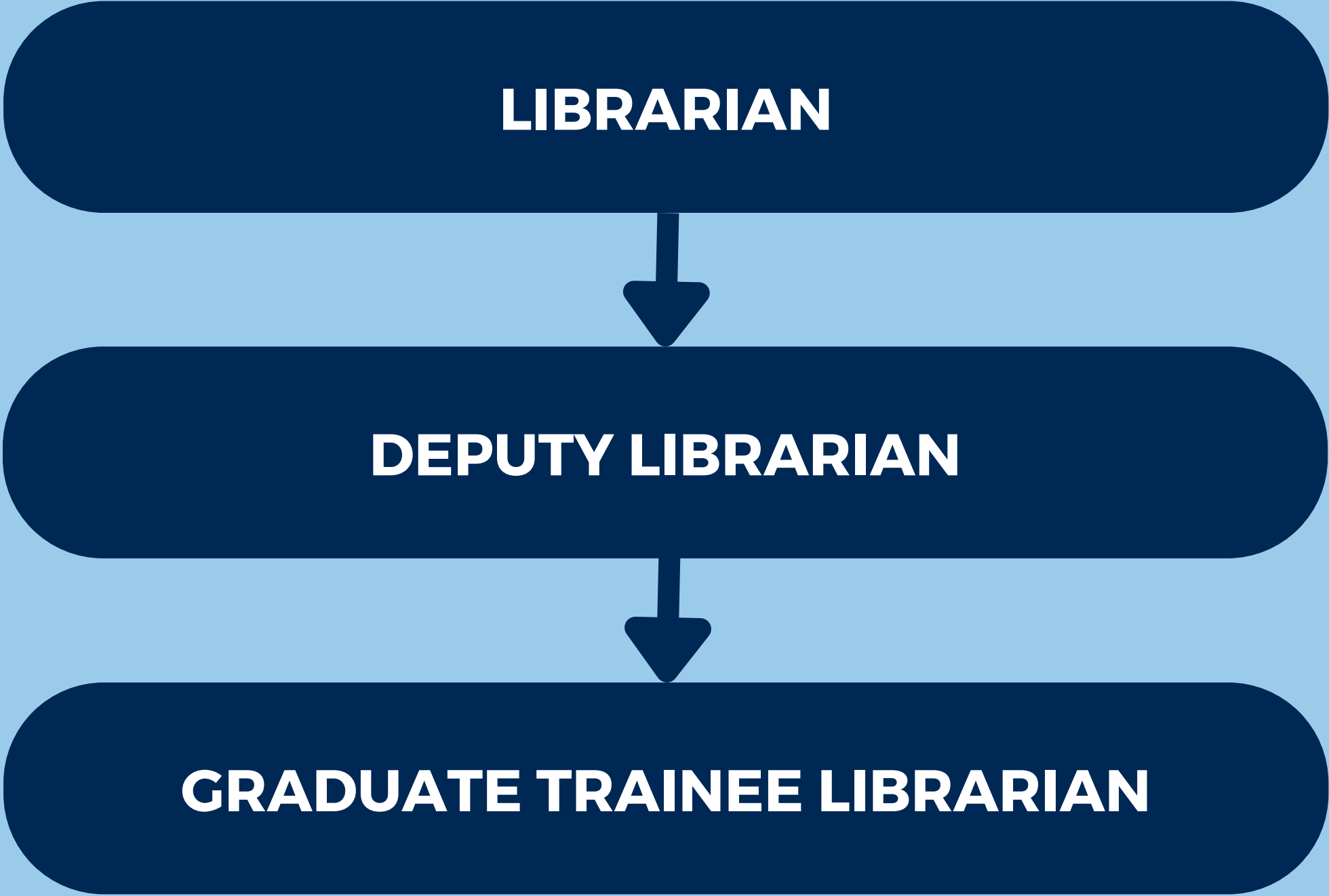
For further background information on the Library visit our [website](#).

# THE DEPARTMENT

The Library is a small department of five, which includes the College Archivist. Its purpose is to support teaching, learning, and student wellbeing within the College, and to support special collections research in the wider scholarly community.



## ORGANISATION CHART



## SALARY & HOURS

£25,501 per annum

### Hours of Work:

Core hours are 9am-5pm, Monday to Friday, 36.5 hours per week.

**Fixed Term** from 27th August 2024 - 15th August 2025.



## JOB DESCRIPTION

*This job description and person specification outline the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

**Responsible to:** Librarian

**Location:** Pembroke College, Cambridge,

**Fixed Term:** 27th August 2024 - 15th August 2025.

**General Duties:**

- Shelving books and ensuring that the Library is kept tidy.
- Answering reader enquiries and enforcing Library rules and security.
- Processing new books.
- After training, assisting with cataloguing using current standards and assisting with classification.
- Conducting induction tours for new students.
- Assisting with the circulation of the Library's teaching collections.
- Curating an exhibition and/or managing a project.
- Contributing to the Cambridge Graduate Trainee website [CATALOG](#) and other social media.
- Assisting with stock checks.
- Checking reading lists against existing Library holdings.
- Undertaking other duties or projects as directed by the Librarian, following appropriate training where necessary.







## PERSON SPECIFICATION

### Essential

#### **Qualifications/academic achievements/education**

- A first degree or equivalent qualification in any subject (or good predicted result if in final year of degree) .

#### **Skills/knowledge/training**

- Working knowledge of using MS Office and email in a PC/Windows environment.
- Experience of searching library catalogues.

#### **Personal attributes**

- Able to work effectively as part of a team to achieve goals.
- Able to undertake repetitive and routine work diligently, accurately and positively.
- Strong attention to detail.
- Able to undertake physical duties on a daily basis, including shelving and book moving, and regular use of stairs and ladders.
- Willing to learn to use new software.

continued overleaf



## Communication

- Able to interact effectively and confidently with a range of people including students, Fellows, visitors, and members of College staff.
- Excellent verbal and written communication skills.

## Time management and flexibility

- Able to prioritise a diverse workload.
- Able to deliver high standards of customer service.
- Able to respond flexibly to fast-changing situations.

## Desirable

- Some experience (paid or voluntary) of library, information, or archive work.
- Some experience of using electronic library resources (such as databases).





### **Health and Safety:**

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### **Safer Recruitment:**

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check.

### **Equal Opportunities:**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.





## HOW TO APPLY

If you would like to have an informal conversation about the post, or require this pack in a different format, please contact:

[Aimee-Jane.Denman@pem.cam.ac.uk](mailto:Aimee-Jane.Denman@pem.cam.ac.uk)

Please complete an [Application Form](#) and [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

Completed application forms together with a brief covering letter specifying which role you are applying for can be emailed to: [hr@pem.cam.ac.uk](mailto:hr@pem.cam.ac.uk) or alternatively posted to The HR Office, Pembroke College, Trumpington Street, CB2 1RF. Please do not include separate CVs.

**Closing Date:** Monday 19th February 2024 at 09:00am

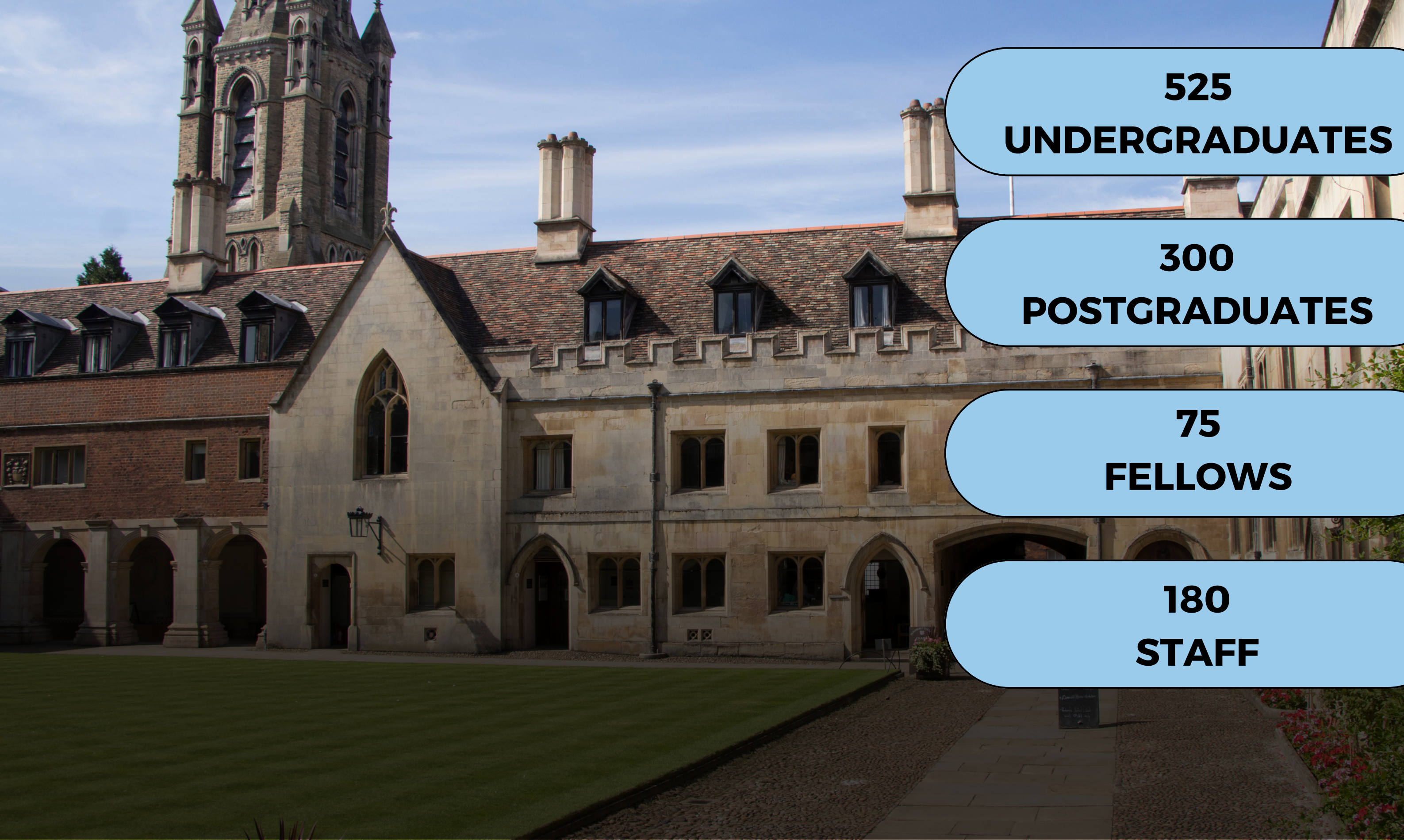
**Interview Date:** Thursday 14th March 2024 via Zoom

We look forward to hearing from you.

[Privacy Statement](#)







**525  
UNDERGRADUATES**

**300  
POSTGRADUATES**

**75  
FELLOWS**

**180  
STAFF**

## INTRODUCING PEMBROKE COLLEGE

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.



## STAFF BENEFITS

Annual staff outing

Annual gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

Subsidised health care

and more.....

*SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.*

*SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.*



