JOB DESCRIPTION
Library Departmental Officer
Vacancy Ref: N1525

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Departmental Officer</th>
<th>Present Grade: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Library Services and Learning Development</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Director of Library Services and Learning Development</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>Click here to enter text.</td>
<td></td>
</tr>
<tr>
<td>Other contacts (indicative list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internal:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Library Services and Learning Development, Library staff, relevant colleagues in other professional services – e.g., ISS, HR, Finance, Facilities, Student’s Union, Staff at overseas partner institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>External:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library suppliers, publishers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Major Duties:**

**Departmental administrative duties**

- Provide a complete professional support service to the Library Leadership Team in the day-to-day running of the service, including diary management
- Responsible for the coordination and development of the department’s administrative services – including training and development
- Service key selected committees (e.g., Library Leadership Group, Library Policy Committee, Library Finance Meeting and Library SHaW Committee), including producing agendas, preparing minutes and ensuring that actions are addressed
- Set up and arrange library staff ‘away days’ as necessary
- Administer Library Purchasing and Travel/Expenditure cards, plus manage petty cash requests
- Organise and maintain Library files and stationary stores
- Other administrative duties appropriate to the grade as specified by the Director of Library Services and Learning Development (e.g., management of count sheets)

**Financial resource management and planning**

- Work on behalf of and in consultation with the Director of Library Services and Learning Development, and the Library Leadership team, to oversee the Library’s finances, including financial planning and forecasting, preparation of budgets and income projection as required
- Provide the Library Leadership Team with meaningful commentary of the Library’s monthly financial performance against budget; preparing management information and reports advising on the availability of funds, making sure reported monthly variances reflect the real underlying financial performance of all the Library’s activities (and investigating variances against budget)
- Maintain Library financial records on Agresso, monitoring Library income and expenditure across codes, within defined parameters in line with approved budgets and the University’s financial regulations, to ensure that financial activity is carried out efficiently and effectively, is properly authorised and that the Library complies with University financial planning deadlines
- Identify opportunities to develop and improve current Library reports on Agresso, developing the appropriate skills required to deliver improvements
- Support the Library Leadership Team in the management of their budget plans and actively monitor performance against these plans
- Maintain a good understanding of current financial practice, and a thorough knowledge of University policies and procedures, advising colleagues accordingly, and in close liaison with the Library’s Accountant (Finance)

External compliance and benchmarking

- Manage departmental responses to internal and external requests for information; collating and submitting data (e.g. SCONUL statistics, FOI requests, CLA returns) to external organisations and other university departments as required (e.g. Strategic Planning and Governance), under guidance from the Library Leadership Team as appropriate

Human resource management and planning

- Maintain an up to date knowledge of HR process and procedures and work closely with the Director of Library Services and Learning Development, and the Library Leadership team, on HR matters that arise and ensure compliance with required HR operating procedures
- Manage the performance and development review process within the department to ensure completion across the Library
- Devise and maintain induction materials for new members of staff in the Library and ensure all new starters have an induction programme in place
- Manage the sickness absence process for the Library

Infrastructure management and planning

- Coordinate and compile the Library response to requests about departmental space and space utilisation
- Where appropriate, manage the effective and efficient utilisation of space with the library staff area

Communications

- Demonstrate excellent oral and written communication
- Develop effective relationships with the Library Leadership Team and relationships with colleagues from other departments within the University to provide and obtain information, as well as external stakeholders, including students, suppliers of the Library, publishers and external and internal audit
- Represent the Library Service as appropriate on university wide working groups, committees etc.

Undertake such other duties, development and training as assigned by the Director of Library Services and Learning Development appropriate to the grade of the position.