Wycliffe Hall is seeking to appoint a College Librarian, a key role within the Hall’s vibrant and varied academic community. Reporting to the Senior Tutor, the post-holder will enable the Hall’s students to fulfil their academic potential, helping us to produce outstanding Christian leaders in prayer, character, preaching, and thinking.

Wycliffe Hall was founded in 1877 by a small group of Church leaders from the evangelical wing of the Church. Their vision was to play a small but significant part in the wider University of Oxford. In 1996, Wycliffe became a Permanent Private Hall of the University of Oxford, and is committed to excellence in teaching and research. Currently we have around 150 students, of whom 60 are Church of England ordinands, studying for undergraduate and postgraduate degrees accredited either by the University of Oxford or by Durham University. The rest of the community is made up of an exciting mixture of University of Oxford postgraduate and undergraduate students, including a large number on courses at the Department for Continuing Education, and who come to us from an incredibly wide variety of backgrounds.

The Library holds around 25,000 books, providing the resources required for undergraduate courses, and many which are relevant to further degrees. This includes a wide range of reference works and long back-runs of journals. The Library is equipped with five always-on PCs and a networked printer/photocopier/scanner. Most students also have access to the many and varied resources of Oxford University, including e-books and e-journals.

This is a varied post requiring experience, independence, and flexibility, and would be ideal for an experienced librarian looking to progress either into senior positions, or into subject specialisation. The postholder will also be the Data Protection Officer for the Hall.

The post is part-time (21 – 28 hours per week). Wycliffe Hall is committed to flexible working and will consider all proposals for how these hours are distributed across the working week.

To apply for this post, please send the following:

1) A full CV;
2) A covering letter explaining how your experience might qualify you for this post;
3) The names and contact details of two referees.

Applications are to arrive by 12 noon, Friday 6 April 2018. Interviews are likely to take place at Wycliffe Hall in the week commencing Monday 16 April 2018.

Please send applications to vacancies@wycliffe.ox.ac.uk.
Responsibilities include:

1. Collection management, including pro-actively consulting tutors regarding reading-lists and purchasing accordingly; determining open or reserved status accordingly; determining journal subscriptions; monitoring usage and physical condition; weeding and replacing stock as appropriate.

2. Catalogue management, including classifying and cataloguing new arrivals; cataloguing of material previously located in store; ongoing review of the catalogue system.

3. Managing all reader services, including Library handbooks and guidance notes; induction of students and staff; liaising with the Disability Officer to ensure accessibility of learning resources; borrowing systems and the termly recall of all books; IT resources located within the Library; security.

4. Strategic leadership of the library, including advising the Senior Tutor and Senior Management Team on the development of library strategy; working with the Bursar to set an annual library budget; working with the Bursar to develop space and fabric.

5. Line management of any temporary staff and supervision of student volunteer helpers.

6. Participation in appropriate professional bodies and training activities, e.g. ABTAPL and the Oxford Committee of College Librarians.

7. Acting as Data Protection Officer for the Hall.

8. Any other duties commensurate with the salary of the post, as required by the Senior Tutor.
PERSON SPECIFICATION: COLLEGE LIBRARIAN

Post-related experience & skills

Essential

- Significant experience of working as a librarian, preferably within higher education.
- A good level of education, including a librarianship or information management qualification.
- Experience of the Dewey Decimal classification system.
- Experience of customer service roles, preferably including training or inductions.
- Excellent IT skills, particularly with respect to computerised Library Management Systems (LMS).
- A willingness to acquire knowledge of data protection legislation in order to perform Data Protection Officer duties.

Desirable

- Experience of the Heritage LMS.
- Experience of Oxford University structure and administrative procedures.
- Experience of working in a Theological Education Institution.
- Experience of working in the Church of England.

Interpersonal skills & aptitudes

Essential

- A pro-active approach to working and a desire to provide excellent customer service.
- High levels of personal organisation.
- Excellent interpersonal skills, and the ability to relate to colleagues and students from a wide range of backgrounds with confidence.
- An interest in the particular needs of mature students and those returning to education after a significant gap.
- An interest in subject specific librarianship in theology or a cognate discipline.
- Sympathy with a collegiate ethos.
Remuneration
This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall’s scale (linked to the University of Oxford) between £28,000 and £34,000 pro rata, depending on experience.

Pension
Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours
This is a part-time post for 21 – 28 hours per week. Wycliffe Hall is committed to flexible working and will consider all proposals for how these hours are distributed across the working week.

Holidays
Initially 25 days per year pro rata, in accordance with the College Holiday Policy, in addition to public holidays which, if these fall during college term, shall be taken at an agreed time during vacations.

Meals in college
The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

General
The job description is correct as at 13 March 2018. It will, however, be discussed between the appointee and the Senior Tutor, and may be amended from time-to-time, following such consultation, to reflect developments in or changes to the job.