



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Acquisitions & Reading Lists Assistant, Leeds University Library



Salary: Grade 4 (£19,612 – £22,417 p.a.)

Reference: CSLIB1229

Hours – 35 per week, Mon-Fri, fixed term until 28 February 2021

Acquisitions & Reading Lists Assistant Access & Acquisitions

Do you have excellent accuracy and attention to detail? Are you able to work under pressure and to deadlines whilst maintaining performance standards? Are you customer focused and able to deliver outstanding services?

The Acquisitions & Reading Lists Team is based within Access & Acquisitions and provides support for the management of reading lists and the acquisition of print and electronic materials. Team members liaise with academics to ensure reading lists are submitted and that requested materials are acquired and made available.

We're looking for a professional and proactive individual to join our team. You'll be committed to excellent customer service and you'll understand the need to meet deadlines and peaks in workflow without compromising standards. You'll have excellent IT and communication skills in order to work with a wide range of data and people. We offer key services which means we have to be flexible and responsive, reacting positively to new initiatives.

What does the role entail?

As Acquisitions & Reading Lists Assistant, your main duties will include:

- Supporting the creation and management of reading lists;
- Acquisition of print and electronic resources, including more complex or difficult to obtain materials;
- Liaison with suppliers to resolve queries to ensure efficient and effective delivery of acquisitions;
- Being the first point of contact with customers, providing an enquiry service and referring on queries where necessary;
- Contributing to development and improvement of team and Library processes and services;
- Compiling and analysing data to inform purchasing and policy decisions.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As Acquisitions & Reading Lists Assistant you will have:

- Substantial experience of working in a library, Higher Education or acquisitions environment, including answering customer enquiries;
- Excellent IT skills, including MS Office, navigating websites and online information, and a willingness to learn new technologies;
- Good numeracy skills and confidence in data analysis;
- A self-managing approach, able to work under pressure, prioritise, schedule and balance workloads to meet service standards;
- The ability to work with speed and accuracy with excellent attention to detail;
- An understanding of and commitment to excellent customer service;
- Excellent communication skills, able to adapt language and style for a wide range of people, situations and media;
- The ability to make a positive contribution to the team and work collaboratively with others;
- A constructive approach to problem solving;
- A positive and flexible approach to changing demands, priorities and initiatives.

You may also have:

- Experience and understanding of e-books acquisition in a higher education context;
- Understanding of resource description and metadata standards;
- Experience of supervising and training staff.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

Jacqueline Hope, Access & Acquisitions Assistant Manager: Acquisitions & Reading Lists

Tel: +44 (0)113 343 5554

Email: j.a.hope@leeds.ac.uk

Further information about the Library <http://library.leeds.ac.uk/>

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

