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A message from the Pro Vice-Chancellor (Research) & School of Advanced Study Dean & Chief Executive

Dear Applicant

I am delighted that you have expressed an interest in becoming the Senate House Librarian at the University of London. This is a critical role to the University, one which will be responsible for the management of a world class research resource in support of the University of London’s federal, regional, national and international research communities in the arts, humanities and social sciences.

The Senate House Library boasts holdings of three million books and extensive digital resources. Our research collections encompass a broad range of subjects from Art History to Latin American Studies, Philosophy and Western European Languages. Our historic collections provide a wealth of primary source materials including manuscripts, archives and maps dating from the medieval times to the modern day. The Senate House Library is at the centre of a thriving student and research community.

As Senate House Librarian you will provide strategic vision and leadership for this outstanding resource, ensuring that day to day operations meet the priorities and the research and learning needs of the Colleges of the University of London and the School of Advanced Study. You will bring solid experience in the management of a large and complex research library and historic collections, as well as a depth of knowledge of evolving digital technologies, and will work collaboratively with the libraries of the School of Advanced Study, to provide a world class service to the University of London’s research communities.

If you are excited by the opportunity and challenge that this role presents, and are keen to play a leading role in shaping the future success of the Senate House Library and the University of London, we look forward to hearing from you. You can speak to our advising consultant at Veredus, Natasha Jackson on 020 7932 4284.

Yours sincerely

Roger Kain
Pro Vice-Chancellor (Research)
School of Advanced Study Dean & Chief Executive
University of London

The University of London is an internationally recognised brand, a renowned mark of excellence in the increasingly global Higher Education marketplace. Its roots are in London, and at its heart is a unique federation of eighteen self-governing Colleges of outstanding reputation, rich in history and diversity. They are complemented by a number of acclaimed central academic bodies and activities including the ten prestigious Institutes of Advanced Study and the Senate House Library.

Senate House Library, University of London

Senate House Library is one of the world’s most significant collections in the arts, humanities and social sciences. With its partner libraries of the Institutes of the School of Advanced Study, it provides services to over 100,000 registered readers every year, from the School of Advanced Study, the Colleges of the federal University of London, and from London, regional, national and international research communities. All are welcome to join the Library through a membership programme for the University of London, other UK universities, overseas universities or as a member of the public.

The Library and its collections have been continuously developed since the 1870s. It now holds over three million printed books, thousands of printed and electronic journals, and the highest proportion of historic collections of any university library in the United Kingdom. Modern materials in printed and electronic formats are collected at research level and in Western European languages to support cross and inter-disciplinary research in subjects such as English Studies, history, philosophy, music, Romance and Germanic languages, palaeography and art history. Senate House Library also holds the University of London Archive – the historic record of the University – and is responsible for the University of London Artworks Collection. Acquisitions are also made to the Historic Collections, and notable collections include the Goldsmiths’ Library of Economic Literature, the Sterling Library and the Harry Price Library of Magical Literature.

Senate House Library is located in the iconic Bloomsbury building designed by Charles Holden, with a range of study environments and reading rooms housing collections on open shelves, and giving access to digital resources through a flexible range of mobile devices. There are some FTE staff working at Senate House and also at the offsite store in Egham, Surrey. They enable access to the collections through promotion, advocacy, enquiry, reading room, IT and bibliographic services, working closely with Library stakeholders and funding bodies. There is a conservation service which preserves materials for consultation and promotion in a newly-redesigned exhibition space, and a digitisation service.

Senate House Library is an active member of organisations including RLUK, LIBER, SCONUL and the M25 Consortium of Academic Libraries, and collaborates with library, academic and cultural partners in the United Kingdom and worldwide. The Library is supported by an active Friends organisation and offers varied events to publicise the collections for research and exploitation.

An overview of Senate House Library, its collections and services, is available from the website at www.senatehouselibrary.ac.uk
Job Description

Job Title: Senate House Librarian
Grade: 10 (Senior Management)
Work Base: London
Hours of Work: Full Time
Responsible to: Pro Vice-Chancellor (Research) & School of Advanced Study Dean & Chief Executive
Responsible for: Assistant Directors of sections within the Library
Relationships: Pro-Dean Libraries
and Contacts: School of Advanced Study (SAS)
Colleges of the University of London
Central Libraries of the University of London

Job Purpose: The Librarian will drive the Senate House Library strategy in support of the federal, regional, national and international research communities in the arts, humanities and social sciences, broadly defined, providing outstanding environments, services, and collections in London and online.

Principal Accountabilities:

1. Overall responsibility and accountability for the fulfilment of the Senate House Library strategy, policy, budgets, operational planning and management including:
   • Enacting the strategic vision for the development of the Senate House Library
   • Development and implementation of library policy
   • Planning and delivering the library service within budget
   • Accountability for all financial activities to the PVC (Research) and SAS Dean and Chief Executive
   • Leading and developing the staffing and management structures of the library

2. Working collaboratively with the Pro-Dean Libraries to enable strategic cohesion between Senate House Library and the Central Libraries of the University of London
Job Description

3. Delivering library services, collection and license management and development policies which meet the priorities and the research and learning needs of the colleges of the University of London and the School of Advanced Study.

4. Delivering a modern library service, consistent with the change across the library community from print to digital resources and from physical to electronic access while protecting and enhancing access to the significant print and manuscript resources.

5. Planning and sharing resources and opportunities in collaboration with the colleges of the University, the School of Advanced Study, its libraries, and other institutions including the British Library.

6. Maintaining an up-to-date awareness of professional developments in library and information work and applying this knowledge as appropriate.

7. Participating as member of the Federal Libraries Group representing the interests of Senate House Library.

8. Representing Senate House Library on relevant University and outside bodies concerned with library matters.

9. Participating as an active member of the Senate House Library Executive group.

10. Any other duties consistent with both the grade and scope of the post.

11. Any other duties reasonably required of the post holder by the PVC (Research) and SAS Dean and Chief Executive.
The Federal Libraries Group and other stakeholder groups can (via the Senate House Librarian) refer concerns on conflicts of interests to SHL to the Libraries Referral Group for consideration, decision and arbitration. If they're subsequently discontent with the process or outcome then they have a right of appeal to the Vice-Chancellor as Chair of Collegiate Council.
Person Specification

**EXPERIENCE**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Demonstrated ability to manage a large and complex research library and its historic collections.</td>
<td>✓</td>
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<td>Experience of working effectively with senior academics and librarians.</td>
<td>✓</td>
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<tr>
<td>A highly developed understanding of the dynamics of change in an academic and library environment.</td>
<td>✓</td>
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<tr>
<td>An understanding of the broader context within which the central University of London operates.</td>
<td>✓</td>
</tr>
<tr>
<td>An excellent understanding of library services in the UK Higher Education sector.</td>
<td>✓</td>
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**TECHNICAL KNOWLEDGE / SKILLS / APTITUDE**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>An understanding of evolving digital technologies and their potential for delivering library services in a research environment, together with the expertise to enhance the Library’s collection and presentation of print based resources.</td>
<td>✓</td>
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<tr>
<td>Ability to manage human and financial resources, including large and complex budgets.</td>
<td>✓</td>
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**EDUCATION / PROFESSIONAL QUALIFICATION**

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A graduate with a recognised qualification in Library/Information Science or equivalent professional experience.</td>
<td>✓</td>
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<td>Education to post-graduate level.</td>
<td>✓</td>
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**PERSONAL QUALITIES**

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<td>A demonstrable record of successfully leading, managing and motivating diversely skilled teams.</td>
<td>✓</td>
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<tr>
<td>Highly developed communication and interpersonal skills, with the ability to influence, negotiate, and network at a senior level internally and with external bodies/partners.</td>
<td>✓</td>
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<td>The resilience and drive to contribute to delivering the University’s vision for the future.</td>
<td>✓</td>
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General Terms & Conditions

Remuneration and benefits:

This is a Grade 10 post.
The role is based at the Senate House Library in London.

Additional benefits include:

- **Pension**
  The University operates the Universities Superannuation Scheme Limited (USS) final salary pension scheme.
  The University will contribute a sum equal to 16% of your salary while you pay 6.5 or 7.5% depending on your eligibility for either the Final Salary or Career Revalued benefits section of the scheme.

- **Holiday**
  6 weeks (30 days) paid leave per annum plus Statutory Public Holidays.
  In addition, the University is normally closed for six days a year (i.e. Easter Monday and Good Friday of an Easter year, and Christmas Day and New Year’s Day).
  Part-time staff will be entitled to 30 days’ leave on a pro-rata basis or the pro-rata equivalent.

- **Travel Season Ticket Loan**
  Interest-free pay advances are available for staff to purchase annual season tickets (for tube and rail travel and certain privately operated coach services, including Heathrow Express parking).

- **Childcare Voucher Scheme**
  Childcare vouchers can enable parents to pay for childcare from pre-tax and national insurance income.

- **Computer Scheme**
  Opportunity to purchase IT goods at a discounted rate (up to 12% discount).

- **Life Cover**
  Active members of the USS pension scheme automatically receive life cover. A lump sum of three times your salary together with a pension for your dependents will be payable should you die before retirement while in employment.

- **Cycle to Work Scheme**
  Qualifying employees may apply for an interest-free advance of salary towards the cost of a bicycle for all or part of their journey to work.
General Terms & Conditions

Enhanced Maternity and Adoption Pay
Qualifying employees are entitled to enhanced maternity/adoption pay: 8 weeks full pay, 16 weeks half pay, 15 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 63% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced Paternity Pay
Qualifying employees are entitled to the first week of the two week paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced Sick Pay
Occupational sick pay is paid in accordance with length of service rising to six months full pay in months that pay three years' annual service.

24/7 Confidential Support
Staff and their household members have access to a free, external confidential support service for work, family, financial, legal and personal problems 24 hours a day, 365 days a year.

Health
Access to the Gower Street Medical Practice. Free bi-annual eye tests for staff using VDUs and help towards the purchase of glasses.
Indicative Timetable

Key Dates

Closing date: 3rd March

Preliminary interviews at Veredus in London: Weeks commencing 10th March and 17th March

Final Interviews: Week commencing 7th April

Recruitment Process

Should you decide to make a formal application, you will hear from Veredus immediately after the longlisting meeting being held week commencing 10th March 2014 if you are being called for preliminary interview. Those candidates not longlisted will be advised by email.

All longlisted candidates will be advised of the outcome of this stage of the process by telephone, immediately after formal shortlisting which is taking place week commencing 24th March 2014. Candidates will be advised of the outcome by telephone.

Candidates invited to final interview will be asked to give a presentation to the final interview panel.

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Natasha Jackson at natasha.jackson@veredus.co.uk or call Veredus on 020 7932 4284.
How to Apply

To apply for this job please submit a comprehensive CV and supporting statement, quoting reference 15936.

Please ensure that your supporting statement fully states how your skills and experience match the person specification for this role; your CV should cover your full career history and provide details of associated responsibilities and key achievements.

You should also provide the names, positions, organisations and telephone contact numbers of two referees. Veredus may need to take two verbal telephone references for shortlisted candidates, but please note that we will not approach any of your referees without obtaining your prior consent.

You are invited and encouraged to complete the Equal Opportunities form which can be found at http://www.london.ac.uk/fileadmin/documents/staff/HHR/Equal_Opportunities_form_NEW.doc. The information on this form is important and should be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

Finally please ensure that you have included mobile, work and home telephone numbers on your CV, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

The closing date for applications is 3rd March 2014.

Applications should be emailed to natasha.jackson@veredus.co.uk