

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Stock Operations Assistant
<b>Reports to:</b>	Shelving & Stock Operations Supervisor
<b>Organisation unit:</b>	University of Manchester Library: Collection Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-CD&M-C (208, Grade 2)

#### **Overall purpose of the job:**

- To ensure the efficient and accurate shelving of books, and to assist with the moving, sorting and checking of library stock, on open shelves and in stores.

#### **Key responsibilities:**

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To sort, move, and shelf material promptly, accurately and safely using trolleys, lifts and other aids
- To develop a thorough understanding of the organization and layout of the library, the associated classification system and shelf orders to ensure that customers can be guided and advised appropriately in finding material and to help ensure that good order is maintained
- To weed and move surplus/obsolete material
- To be approachable to customers who may require assistance
- To use the library catalogue, library management system, library web pages other computerised systems in the application of duties as appropriate
- To record and communicate statistics as required
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To ensure visibility for our customers you will be required to wear branded clothing provided by the Library

- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

**Person Specification:**

Essential knowledge, skills and experience:

- Four GCSE passes at grade A-C (or equivalent qualification) or appropriate relevant experience
- Physical fitness and mental acuity to handle, move and shelve books promptly and accurately (this may be tested at interview)
- Ability to carry out physical tasks using such appropriate equipment as may be provided e.g. trolleys, lifts, MEWPs etc
- A positive approach to customers
- Ability to communicate effectively (both verbally and in writing) and to direct customers to help, as necessary, in a friendly and positive way
- Ability and confidence to work efficiently in a very busy, public environment
- Reliability with regards to attendance and punctuality
- Flexibility in approach to duties and work schedules
- Ability to work both independently and as part of a large team
- Ability to use initiative as necessary and work without constant supervision
- Good standard of computer literacy (i.e. experience of using a variety of office applications including spreadsheets in a networked environment)

Desirable skills, knowledge and experience:

- Experience of using the Dewey Decimal System
- Experience of working in a very busy public environment
- Experience of driving a van
- Manual Handling training
- Clean driving licence and willingness to drive a university vehicle (e.g. van or cargo bike) responsibly