 **JOB DESCRIPTION**

***Supporting a thriving parliamentary democracy***

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| **Job title:** | **Acquisitions Executive Officer** |
| **Campaign Type:** | **Concurrent**  |
| **Payband:** | **C** |
| **Pay range:**  | **£** **26,715 - £** **30,370 per annum** *(Appointment will normally be made at the minimum of the pay range)* |
| **Team:** | **Research and Information**  |
| **Section:** | **Library Resources Section** |
| **Reports to:** | **Acquisitions Manager** |
| **Number of posts:** | **1** |
| **Hours:** | **36 per week, full time**  |
| **Contract type/ duration:**  | **Permanent** |
| **Issue date:** | **08/10/2019** |
| **Closing date:** | **29/10/2019** |

**The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

**Team information**

The Research and Information team delivers research, enquiry and information services for Members, their staff and House staff. This post is based in the Library Resources Section (LRS) of the House of Commons Library. LRS manage the House of Commons Library's parliamentary and non-parliamentary online and hard copy holdings. This includes online resources, journals and e-journals, books, newspapers, Official Publications and corporate memberships. The team is also responsible for the binding and conservation of library material and salvage planning.

**Job introduction**

This post holder will be responsible for assisting with the acquisition of books, newspapers, serials, TSO material and corporate subscriptions for the House of Commons Library, they will manage the annual renewals process for Research & Information, respond to routine requests for new titles and be the day to day contact for our suppliers. They will also be responsible for contacting external suppliers to request copyright permission. The postholder will also be involved with other areas of the section’s work as the section responds the demands of the Restoration and Renewal programme.

**Key stakeholder relationships**

Colleagues in LRS, Research Information Service, Research, Library Operations and Engagement Team, Finance, House of Lords Library and external suppliers.

**Management responsibility**

No

**Location**

This post will be located on the Parliamentary Estate, Westminster, London.

**Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

**Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

**For further information:**

Candidates should refer to the House of Commons careers website <https://www.parliament.uk/about/working/jobs/> or contact **Recruitment@parliament.uk**or 020 7219 6011.

**Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

**Key responsibilities**

* To assist the Acquisitions Manager in the ordering process and renewals for books, corporate subscriptions, newspapers, pamphlets, serials, TSO material and copyright requests required for the House of Commons Library according to targets set.
* To manage enquiries received face to face via generic email, by telephone according to targets set.
* To ensure that appropriate suppliers are sourced for books and pamphlets and that best practice is followed. Assist with the monitoring of all suppliers’ performance, maintaining good working relationships, and dealing with queries or problems with supply when they arise.
* To liaise with relevant Library staff for new orders, renewals and cancellations.
* To work with the Digital Resources EO on the management of e-journals specifically regarding subscriptions.
* To check the accuracy of invoices, remedying errors, and manage the payment process according to targets set.
* To process Government Procurement Card payments and scan invoices into Sharepoint according to targets set.
* To manage order and serial records on the Library Management System, for example using system generated reports to inform the acquisitions team of outstanding book orders and estimated expenditure and overseeing the predictions process
* To ensure that accurate information is recorded on the financial spreadsheets and manage the annual spreadsheet for renewals that is shared with Research Information Services and Research Heads of Section.
* To contact external suppliers to seek copyright permission for the House of Commons Library
* To help supervise the workload of the Acquisitions colleagues, covering duties when required.
* Any other duties as required by the Acquisitions Manager and Head of Library Resources Section

There are no mandatory qualifications for this post.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice

**Courageous:**  We try new things; We own our actions and decisions; We learn from our mistakes

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

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| **SKILLS AND EXPERIENCE** | **APPLICATION FORM** | **TEST/ EXERCISE** | **INTERVIEW** |
|  **CRITERIA 1** **Innovating and Improving:** An ability to maintain high standards of accuracy and excellent attention to detail. Adapts to change and is willing to take on new responsibilities to support the goals of the team. |   |   |   |
| **CRITERIA 2** **Planning and organising:** Good planning and organisational skills. Can prioritise, meet deadlines, and cope with fluctuations in workload. Takes personal responsibility for prioritising workload whilst ensuring a high standard of service. |    |    |    |
| **CRITERIA 3** **Working with others:** Excellent team working skills with the ability to work collaboratively and productively with colleagues and customers of all levels whilst upholding the principles of diversity, equality and inclusion. |    |    |    |
| **CRITERIA 4****Communicating:** Good written and oral communication skills with the ability to communicate effectively in writing for a variety of different audiences and formats. |    |    |    |
| **CRITERIA 5****Functional knowledge and skill:** Intermediate knowledge and competence with Microsoft Excel. Experience or aptitude for using a Library Management System or other similar databases.  |    |    |    |