

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Acquisitions Executive Officer
Campaign Type:	Concurrent
Payband:	C
Pay range:	£ 26,715 - £ 30,370 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
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

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>