



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Research Librarian
Campaign Type:	Concurrent
Payband:	B2
Pay range:	£30,452 – 36,532 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Research & Information
Section:	Research & Library
Reports to:	Senior Research Librarian
Number of posts:	1
Hours:	36 hours per week
Contract type/ duration:	Fixed term for 12 months (maternity cover) with possibility of extension or permanency
Issue date:	16/10/2018
Closing date:	11/11/2018 at 23:55

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.

About the Research Information Service

The team is made up of information professionals and librarians within the Library's Research Service. It supports the work of MPs, their staff, Library subject specialists and others across the House Service (especially Committee teams) by providing help to access and understand the Library's resources

Job introduction

The Research Librarian will work closely with colleagues in the Library Research Service to ensure the effective and efficient use of information tools and resources in the Research Service and amongst Library users more widely, taking account of changing user needs and developments in information management. As Research Librarian you will act as an advocate for the information needs of the Research team and provide training and 1:1 support to their professional colleagues. The postholder will also contribute to the front-line provision of enquiry and briefing paper services to MPs and their staff.

Some of the enquiry and analysis work that the postholder will undertake will require the use of in-house databases and information management tools. Full training will be provided in the use of these tools.

Key stakeholder relationships

Research and Committee staff

Members and their staff

Library Resources Section

House of Lords Library

Parliamentary Clerks in government departments

Information managers and librarians in external organisations

Management responsibility

This temporary post will not involve formal line management. The post will involve the coaching of other staff in the team.

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 usually eligible for vetting (but we assess each case individually).

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.

The net working hours will be 36 per week. This excludes any breaks (further details can be found in the Staff Handbook). Exact times of attendance each day will be agreed with line management. The House of Commons reserves the right to change the start and finish times.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org 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.

Shortlisted candidates will be required to prepare a short presentation; further information will be given to those shortlisted.

Key responsibilities

Liaison and Information management for Research Sections:

- Provide training and 1:1 support to Subject Specialists in the use of information resources and tools so that Researchers and Section Heads are aware of the resources and services available to them.
- Liaise with Research Sections and undertake active outreach in order to understand and advocate for the needs of the Sections to colleagues in other library teams.
- Develop, advise on and evaluate the information resources available to Subject Specialists and all Library users, taking into consideration developments in the information world.
- Co-ordinate and support specific user requirements such as use of the current awareness tool and indexing research specific material.
- Maintain and develop parliamentary knowledge, current awareness and subject understanding to be able to support the work of several Research Sections.
- Work effectively with information professionals across Library Services and the House of Lords to support overall Library services.

Enquiry work:

- Contribute as appropriate to an efficient and effective enquiry service.
- Advise MPs, their staff and House staff on how to find and use information.
- Provide background research and reference support for subject specialists on enquiries and briefing papers over a wide range of subjects.

Contributing to the outputs of the Research Service:

- Take ownership of, and update, some regular briefings, current awareness bulletins and update emails.

Qualifications:

The following qualifications are required for this role:

Desirable

A Library or Information Management Qualification (or relevant experience).

Note: Although a qualification is desirable for this temporary position it is not required. However, if this position is made permanent, the candidate would need to commit to undertaking a Library or Information Management Qualification beginning in September 2020.

SKILLS AND EXPERIENCE There is no criteria 2,5,6 or 8 required at application stage.	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
ESSENTIAL CRITERIA 1 A track record of using own initiative to implement change within a team or service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Demonstrable ability to provide an outreach and liaison service, understand the needs of users and manage user expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Demonstrable ability to provide 1:1 training to professional staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Aptitude for enquiry work using a range of information resources and tools, including the ability to find, evaluate and explain information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 A demonstrable history of establishing effective relationships with colleagues to deliver projects or services in-line with business priorities, and of handling difficult situations confidently and persuasively, using tact and diplomacy while upholding the principles of diversity, equality and inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DESIRABLE CRITERIA 6 Capacity for effective line management with an aptitude for coaching. A capacity for sharing skills, knowledge and learning with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 Demonstrable enthusiasm for the Library and Information Management profession and an interest in the information needs of a Parliamentary Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>