HOUSE OF LORDS

Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at
http://www.parliament.uk/about/working/jobs/

Job Description

Job title	Reference number
Technical Services Librarian	1764

Office	Grade
Library	HL7

Starting Salary
£40,400

Term
This post is permanent.

Scope of the job

Background

The House of Lords is the second chamber of the UK Parliament and plays a crucial role in examining bills, questioning government action, and investigating public policy. The Library's objective is to be the essential source of impartial knowledge, information and expertise to support and strengthen the work of the House of Lords.

While primarily a working Library focusing on its core user group of some 600 active Members, it also serves the needs of House of Lords staff and Members' researchers. In addition, it manages and safeguards the Library collections, comprising a wide range of online resources and around 80,000 printed titles, including special collections of national significance.

The Library is looking to appoint a Technical Services Librarian, due to the current post-holder moving to another role internally. It's an exciting time to join the team and you will be taking a leading role in reviewing and developing our technical services to ensure that they remain fit-for-purpose, including reviewing internal practices for cataloguing, acquisitions and indexing and taking forward re-procurement and enhancements to our Library Management System.

More information about working in the Library is available in our recruitment pamphlet: lords-library-recruitment-leaflet.pdf (parliament.uk)

Main objective

Working directly to the Head of Information Management, you will be responsible for ensuring access to the Library's print and digital resources and

collections through management of the team responsible for cataloguing, journals management, acquisitions and indexing, and the Library Management System (Koha) and related systems, including our discovery system (Summon).

You will lead the development and delivery of a Technical Services Review to ensure policies, practices, processes and systems remain fit-for-purpose in light of both industry and business need changes. The next stage of the review will include taking account of the impact of Covid on technical services delivery and developing the plan to address challenges such as a significant cataloguing backlog.

You will be involved in a variety of technical projects, including procurements, take a leading role in overseeing day-to-day supplier management, as well as having oversight of [deposited papers](#) for the House of Lords Library.

Key internal and external relationships

- House of Lords staff
- Members of the House of Lords and their staff
- House of Commons Library staff
- Parliamentary Digital Service staff
- External suppliers
- Parliamentary Clerks at government departments

Main responsibilities

Line management and budgetary responsibilities

- Line management of a team of five: four Senior Assistant Librarians and the Systems Librarian.
- Specific budgetary responsibilities include invoice approvals and the oversight of expenditure administration for publications.

Other responsibilities of the post

Key responsibilities include:
- Reviewing and developing technical services policies, practices, processes and systems, including managing the distribution of responsibilities within the team effectively.
- Routine quality assurance for acquisitions, journals management, cataloguing, classification, indexing and systems administration tasks; reviewing quality standards for indexing and cataloguing, benchmarking as appropriate.
- Helping to ensure that rules governing deposited papers are enforced and kept up-to-date through liaison with internal and external stakeholders.
- Representing the Library in procurements, as required; managing the operation of existing specified contracts.
- Cataloguing and system administration using Koha, as well as oversight of these workflows.
- Participating as a proactive member of relevant library and/or parliamentary working groups and undertaking general library duties, as required, which may include ad hoc customer services.

Person specification

The qualifications required for the post are:

A CILIP accredited degree or postgraduate qualification in a Library and Information Science related discipline or equivalent.

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Our Values

The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.

The values and behaviours are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.

The post holder will be expected to operate in line with the House of Lords workplace values which are:

Respect - We treat people with respect and expect to be treated with respect.
Inclusivity - We embrace and value difference and diversity –whether from a person's race, gender, other characteristics, background or experience.
Professionalism - We aim for and value a high level of skills and expertise. We act with integrity and openness, putting public service first.
Responsibility - We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning.

Competencies:

Essential

Technical library experience: Knowledge of and experience working with Library Management Systems and cataloguing using RDA or AACR2, together with an awareness of library systems developments

Management: Line management experience or equivalent, including setting expectations and supporting development.

Teamwork: Ability to work well within a team to deliver agreed outcomes

Communication: Excellent oral and written communication and interpersonal skills

> **Personal effectiveness:** Proven ability to manage competing priorities to deliver agreed outcomes, including through use of own initiative
>
> **Current awareness:** Knowledge of, or a demonstrable interest in, government and parliament, and the information needs of a parliamentary library, with an ability to remain politically impartial

Desirable

> **Supply chain management:** Experience of contract or supplier management
>
> **Systems experience:** Experience administering the Koha LMS

Terms and conditions

Salary and allowances
The post is paid in accordance with House of Lords grade HL7 (£40,400 per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £49,300.
Salary is paid monthly by bank transfer.

Probation
There is a probationary period of six months.

Term and hours
The post is permanent and is for 36 hours per week (excluding break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:
- **Job-share**
- **Compressed hours**
- **Home working (1-2 days a week)**
- **Home working (3-4 days a week)**

If you are selected for interview, please inform the panel of the days/hours you are available to work.

Benefits
As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our Employee Benefits page.

Pension
The House of Lords participates in the Civil Service Pension Schemes. As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave
Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be

taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status The Administration will also consider flexible working arrangements and reasonable adjustments.

We welcome and encourage job applications from people of all backgrounds. For this role we particularly welcome applications from groups which are currently underrepresented within the team, including applications from Black, Asian and minority ethnic candidates, candidates with disabilities and candidates who identify as women.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

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 see the National Security Vetting booklet for further information. In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 10am on 3rd January 2023.

House of Lords job vacancy   January 2022

A remote cataloguing test will be required for candidates who progress to interview stage, ahead of the 1st interview.

If you require any reasonable adjustments during the application process, please contact HLHumanresources@parliament.uk or call 020 7219 3185.

Telephone enquiries

If you wish to find out more information about this post please contact Susan Schlicht on 020 7219 4698.

No recruitment agencies please.