

Section 1: Job Description

Job Title: Library Graduate Trainee	Post No: 263
Band: B	Job family: Professional & Services
Directorate: Science	Section/Dept: LAA
No. of Direct Reports: 0	No. of Indirect Reports: 0
Reports to (Position): Head of Cataloguing	

Job Purpose:

Short statement outlining the overall role, why it exists and what it contributes to Kew.

To deliver RBG Kew's mission by:

- Assisting in the smooth running of the library, by staffing the enquiry desk.
- Correctly cataloguing items to international standards.

This is a 51-week post for a trainee who intends to pursue a career in librarianship. The trainee will assist with the full range of library activities, including dealing with enquiries and readers, cataloguing and participating in several projects.

Job Context:

Provide a short description of how the post fits into the wider organisation and the operational context.

The Library, Art & Archives are responsible for organising and managing one of the world's most comprehensive collections of botanical literature, art and illustrations; these form an unparalleled resource for a large and increasingly diverse global user community. The Graduate Trainee functions within the Library team supporting the goals of the Royal Botanic Gardens, Kew by ensuring access to the Library collections by responding to enquiries from staff and internal and external visitors, enriching the library catalogue with new and retrospective records to international standards, assisting in the maintenance of the collections and promoting the library collections via social media.

Accountabilities:

1.	Enrich the library catalogue content by cataloguing new acquisitions, re-cataloguing existing stock and creating new authority headings, to AACR2 and MARC21 standards using the Library's Symphony Library Management System, to improve access to the library catalogue.	50 %
2.	Assist in the curation and re-organization of Main and Branch Libraries and undertake regular loan recalls, according to in-house conservation and preservation standards to maintain the collections.	5 %
3.	Undertake project work in Conservation, Archives, Illustrations, Cataloguing and Classification, to be undertaken independently after training, to improve the condition of and access to the collections.	2.5 %
4.	Working regular shifts on the Enquiry Desk, answering enquiries in person, by letter, by telephone, by fax and email and otherwise facilitate access to the collections.	27.5 %
5.	Compile monthly library statistics for delivery of Kew Performance Indicators and the LAA dashboard.	5 %
6.	Contribute to the Library social media, blogs, Twitter, etc., to publicize library activities.	10 %

Management of Resources

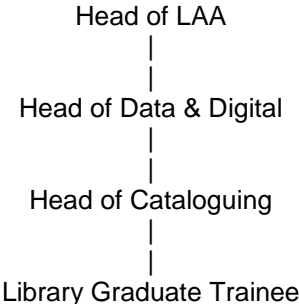
Financial Responsibilities: All staff are responsible for management of their own time and resources.

1.	None
2.	

Management of People

1.	None
2.	

Position within the Team – *insert or attach a simple organogram of the position including line manager, work colleagues and direct reports*



Section 2: Person Specification

Education and Experience

Essential
Relevant degree essential. 2:1 or above.
Candidates should not be already professionally qualified.
Candidate should not have already undertaken a Graduate Traineeship, an equivalent trainee year, or have more than one year's library experience.
Some experience of working or volunteering in a library.
Desirable
Biological science background desirable.

Job Specific Competencies – *skills and abilities specific to the job*

Essential
Interest in library work and intention to pursue a career in this field.
Intention to undertake a professional qualification in librarianship.
Experience of working or volunteering in a library.
Excellent written and oral communication skills and attention to detail.
Excellent basic IT skills.
Excellent interpersonal skills.
Ability to work well within a team.
Experience in dealing with the public.
Ability to plan own time and work independently and use own initiative.
Ability to work flexibly and cover other LAA duties as required.
Ability to manage projects.
Ability to handle delicate and fragile objects.
Ability to handle large items and portfolios (training will be provided as required), i.e. use ladders and push trolleys.
After training capable of delivering accurate catalogue records at pace.
Desirable
Knowledge and experience of Symphony Library Management System.
Knowledge and experience of cataloguing to MARC21/AACR2.
Social media skills.
Additional languages.

Kew Competency Framework: *The Framework identifies behaviours required for roles at different levels. Which are the key competencies for this job? Select up to four essential competencies*

Competency	Essential (✓)
1. Seeing the big picture	
2. Changing and improving	✓
3. Making effective decisions	
4. Leading and communicating	
5. Collaborating and partnering	
6. Building capability for all	
7. Achieving commercial outcomes	
8. Delivering value for money	
9. Managing a quality service	✓
10. Delivering at pace	✓