

University Library

LIBRARY FACILITIES AND ENVIRONMENT OFFICER

Job Ref: REQ260799

School/Department summary:

<http://www.lboro.ac.uk/services/library/about/>

Job Description

Job Family and Grade: Administrative Services Grade 5 (Spinal Point 20-26, £29,588-£34,610)

Job Purpose

- To ensure that the University Library and LU Arts spaces are secure, safe and accessible for our user community through compliance with relevant legislation and best practice.
- To support service development initiatives and collection management projects to meet developing user needs, ensuring continued satisfaction with Library and LU Arts spaces and delivery of an excellent student and staff experience.
- To be the first point of contact for Library building maintenance related issues for Library Services staff, working collaboratively with Estates and Facilities Management, Health and Safety etc, to resolve any issues.
- To support stock movement and related collection management projects as part of ongoing work to make the Library collections are fully utilised and accessible for our users.

Job Duties

Library Environments

1. To work as part of the Library Experience & Environments Team and other Library colleagues to ensure a sustainable, welcoming and accessible learning environment for library users and support colleagues with building environment issues
2. To work with colleagues including the Library facilities Assistant to ensure the optimum upkeep of the Library building and its fixtures, fittings and furniture and ensuring sustainability.
3. To act as the primary point of contact for colleagues in facilities management and related service roles
4. To manage facilities service requests from the Library to other service areas e.g Estates and Facilities Management and vice versa.
5. To co-ordinate activity in the Library by other service areas (e.g. the upgrade of IT or other library equipment)
6. To contribute to refurbishment and other projects, working with the Library Leadership Team and liaising with Facilities Management and contractors as appropriate
7. To work with appropriate Library colleagues to monitor and use allocated funds effectively for purchase of library equipment and furniture
8. To deal with day-to-day security matters and liaise with University and external security colleagues to support the resolution of issues as appropriate

9. To support collection management projects e.g. stock movement and relocation.
10. To support the effective use, planning and development of library staff spaces

Compliance and Legislation

1. To develop and maintain procedures for risk management and support the Library Leadership Team with business continuity planning and business impact analyses.
2. To organise and review fire and emergency evacuation and invacuation procedures, and test alarm systems as needed.
3. To generate reports and documentation relating to relevant compliance areas.
4. To deliver training in health and safety procedures and provide guidance to colleagues
5. To act as the Library's DSE Assessor taking forward actions as appropriate.
6. To maintain an up-to-date knowledge of relevant legislation and advise library colleagues as appropriate
7. To work with the University Health and Safety Team to ensure implementation of best practice in the Library and related spaces.

Management

1. To line manage the Library Facilities Assistant and Library Shelving Team
2. To take part in recruitment and selection, training and development, review and performance management as required

Other

1. To support the Library Experience and Environments Lead to deliver a range of projects to support service development, and participate in Library working groups and project teams as appropriate
2. To support Library and University events and activities in the Library (e.g. Open Days, library stands).
3. To provide cover for other colleagues by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post
4. To support the University library service in London as appropriate
5. To ensure compliance with relevant University policies and procedures
6. To undertake any training and development deemed appropriate for the position by the University Librarian and the relevant line manager.

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with students and parents, academic staff, external organisations and other University Colleagues.
2. To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
3. To ensure compliance with relevant University policies and procedures.

To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the: Library Experience and Environments Lead

Direct Reports: Library Facilities Assistant, Library Shelving Assistants (3)

Budget Responsibilities: N/A

Structure Chart:

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured at Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Significant experience of the effective maintenance of a building with high levels of public use	1,3
	Significant experience of being involved in effective building and facilities management	1,3
	Experience of managing or supervising staff	1,3
	Experience of working individually and as part of a team	1,3
Skills and abilities	Knowledge of legislation and best practice in relation to health and safety, security, and environmental issues	1,3
	Able to deliver effective training and provide guidance to colleagues	1,2
	Able to manage projects	1,3
	Able to plan, prioritise and work independently with minimal supervision	1,3
	Strong team working skills and the ability to work collaboratively	1,3
	Good interpersonal skills and the ability to develop relationships with a range of stakeholders	1,3
	Flexibility and the ability to efficiently handle and monitor varied workload and meet deadlines	1,3
	A flexible and user-focussed approach	1,3
	Able to deal with a variety of people in a professional manner	1,3
	Able to work with accuracy and attention to detail	1,3
	Good practical IT skills including Microsoft Office applications	1,3
Training	Demonstrate evidence of having undertaken further training	1,3
Qualifications	A Levels or equivalent	1
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3
	Willingness to adhere and support the University values	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications all meeting the essential criteria.

Area	Criteria	Stage
Experience	Experience of managing building or learning environment projects	1,3
	Experience of working in a customer service environment	1,3
Qualifications	Relevant qualifications or training in health and safety and/or first aid	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their academic career.

We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.