

Job Description

Job Title	Library Services Assistant		
Directorate or Region	South Asia	Department/Country	Library, Sri Lanka
Location of post	Colombo	Pay Band	Grade Kb
Reports to	Assistant Manager English Services	Duration of job	One year fixed term contract

Purpose of job:

- To assist in achieving Colombo Library objectives by providing support in shelving, covering and repairing the items (books, periodicals and DVDs) in order to maintain an up to date collection as per agreed standards.
- To provide excellent customer service to all customers interested in all of the Library activities in order to meet and exceed customers' expectations.

Context and environment: (e.g.dept description, region description, organogram)

The purpose of the British Council is to create international opportunities for the people of the UK and other countries and build trust between them worldwide. We call this cultural relations. The British Council's strategic business units (SBUs) are English, Arts, Education and Society.

At a country level, the British Council Sri Lanka is a vibrant operation delivering a high impact portfolio of projects. We have 20,000 members in our library, the largest membership in the British Council global network (mainly in Colombo) and run two of the largest British Council Teaching Centre and Exams operations in the world.

The Library offers a comprehensive selection of books and professional development opportunities for all age groups. In addition, the Library supports our Teaching Centre and Examinations Services by providing resources for English learning, teaching and UK Examinations.

Accountabilities, responsibilities and main duties:

1. Shelving of all Library material

- Shelving of material with accuracy according to Dewey Decimal Classification (DDC) system including weeding of all tatty or obsolete material
- Clear the return trolley and tidy up shelves of the English Learning Services (ELS) and children's section daily, before closure
- Attend to additional book shelving during staff shortages
- Is responsible for managing the library check in /dip box

2. Assist English Learning Services (ELS) unit in the library

- Proactively collaborates with the Assistant Manager English Services to understand the duties related to the English Learning Section and Children's Section.
- Issues and receives work cards and English Language Teaching (ELT) study packs
- Assist processing and preparation of ELT study material

- New books to be covered according to expected standards
- All spine and study pack labels to be printed and labeling/laminating/ binding of books maintaining specified standards
- Assist in withdrawing outdated and damaged items
- Damaged books to be repaired making sure that those books are in proper condition to get back on the shelf
- Organise and tidy up the processing area of the unit before closure

3. Assist with all library events and activities

Efficient and effective support to delivery of events and activities in line with Child protection standards and requirements

- Print / photocopy/laminate material for events and activities
- Assist in setting up displays and notices for publicising events
- Assist with preparation of venues for events and activities in the library and at other venues ensuring that venues have necessary equipment and facilities needed for the activity/workshop

Key relationships: (include internal and external)

- External - customers and clients
- Internal – Manager Library and Information Services, Assistant Managers, Customer Services staff, Facilities staff, Exams and Teaching centre staff

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

- The post-holder is required to work minimum 40 hours on a five-day week with two off days. The two off days **will not** necessarily be Saturday/Sunday.
- The post-holder is required to put in extra hours depending on the urgency of work, during busy periods and to cover staff shortages and operational needs.
- Occasional evening working is required in order to facilitate official events.

Please specify any passport/visa and/or nationality requirement.	Sri Lankan citizen or in possession of a valid work visa to work in Sri Lanka
Please indicate if any security or legal checks are required for this role.	Under our Child Protection agenda, the post-holder is the post-holder is required to obtain a Police Report prior to appointment

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> • Being accountable (essential) • Working together (essential) • Connecting with others (essential) 		<p>The first 3 are used at interview.</p> <p>All are evaluated as part of Performance Evaluation</p>

	<ul style="list-style-type: none"> • Creating shared purpose (essential) • Making it happen (essential) • Shaping the future (essential) 		
Skills and Knowledge	<ul style="list-style-type: none"> • Communicating and Influencing – Level 1 	<ul style="list-style-type: none"> • Using Technology – Level 1 	Short listing and Interview
Qualifications/ Experience	<ul style="list-style-type: none"> • G.C.E. O/L or equivalent qualification 	<ul style="list-style-type: none"> • Work experience relevant to the role 	Short listing and/or Interview
Language Proficiency	<ul style="list-style-type: none"> • English - written and spoken 		Interview