

Stack Manager

Role: Summary

Job title:	Stack Manager
Department:	Collection Care
Salary Range:	£29,681 - £34,627 (pro rata) per annum (including London Weighting)
Contract:	8 months (11 April – 10 December 2022)
Status:	A temporary post to provide cover during parental leave for the fixed-term period of 8 months or until the return of the post holder, whichever is the earlier. The post subject to the Library's general employment policies.
Location:	St James's Square, London SW1
Key relationships:	Staff in Collection Care, Bibliographic Services, Member Services and Buildings & Facilities.
Purpose:	To maintain the Library's book stock in good condition, and to plan the use of space in order to allow for future growth of the collection and effective browsing access for members.

Role: Key Duties

Project Management

- Creating plans for improved layout of the collections.
- Maintaining up-to-date floor plans and shelf capacity measurements, and extracting data for space planning purposes.
- Preparing detailed project plans for large-scale book moves, including timelines and estimates of people/ supplies/ equipment required.
- Identifying, assessing and managing risks arising from book moves.
- Liaising with external contractors working on book move projects.
- Keeping Library staff informed of progress of any book moves taking place, and minimising disruption to members.

Stack Management

- Monitoring the condition of the book stacks and identifying strategies to deal with any problems.
- Ensuring that signage for the collections is kept up-to-date.
- Keeping track of shelf stock and re-pitching shelves as necessary.
- Implementing small-scale book moves and re-spacing in congested areas.

- Maintaining a book size chart, changing shelfmarks where necessary to ensure that books are assigned to appropriate shelving for their size.

Oversight of Special Collections

- Ensuring the security of the Special Collections by carrying out stock checks.
- Supervising the re-shelving of all books returning to secure areas.
- Packing books to be loaned for external displays, and assisting with in-house displays.
- Preparing special collection items for consignment to external binders.
- Maintaining a programme of cleaning of books and shelving in secure areas.
- Preparing rare books to be transferred from open-access shelves to secure storage, including cleaning, basic conservation tasks, loan status and shelf mark changes.
- Completing preservation listing sheets for items transferred.
- Maintaining a full list of titles in the Special Collections and ensuring database records (currently in Idealist) are complete, up-to-date and searchable.
- Keeping Library staff informed of books temporarily in the Collection Care area for assessment or treatment.

Preservation

- Maintaining a schedule of regular book cleaning.
- Assisting in environmental monitoring and responding as required.

Staff Management and Training

- Line management of the Collection Care stack assistant team, including allocating and supervising their daily tasks.
- Training new and existing stack assistants in preservation, book labelling and stack management procedures.
- Training new Member Services staff in how to access and handle the Special Collections.
- Assisting in the supervision of volunteers.

Other duties

- Participating in the Library's emergency response arrangements.
- Editing the departmental intranet pages
- Occasional help in preparing open shelf items for consignment to external binders.
- Carrying out new member inductions.
- Attending appropriate training courses to extend skills base, as recommended by the Library from time to time.
- Such other duties as may reasonably be required by the Director of The London Library.

The job description set out above may be subject to amendment at the discretion of the Director of the London Library.

Revised: June 2019, March 2022

Person Specification

Experience and Knowledge

- Experience of working in a library
- Practical experience of book repairs
- Experience of training and supervising staff
- Reading knowledge of an ancient or modern European language

Desirable

Essential



Skills and Abilities

- Creativity: ability to think beyond existing practices to identify and implement new approaches
- Problem solving
- Good manual dexterity and an eye for detail
- Demonstrable craft skills and ability to handle sharp tools to perform delicate tasks
- Proven ability to organise own work and use time effectively
- Ability to work co-operatively as a member of a team
- Fitness to undertake physical duties such as reaching high and low shelves, moving books
- Capability of lifting loads up to 15kg
- Good logistical skills
- Good memory
- Working knowledge of MS Office and willingness to learn and use new systems



Personal Impact

- Flexibility: willingness to undertake a variety of collection-related activities, and respond to unplanned changes in circumstances
- Patience, persistence and a methodical approach
- Pleasant, approachable, helpful and good-humoured manner



Application and selection procedures

How to Apply

- Please download the application form from our website, complete all three sections and send them in MS Word format **by email only to:** vacancies@londonlibrary.co.uk quoting reference number LL/22/04.

Timetable

- **Deadline for applications to be received:**

Monday 21 March 2022 (by 5pm)

Key Information: Hours of Work, Pay and Benefits

Hours of work

28 hours per week, normally worked between 9.30 am and 5.30 pm, Monday to Friday. On occasion additional hours may be required outside these hours and the post-holder will normally be entitled to time off in lieu, additional payment at the normal hourly rate, or overtime as set out in the Staff Handbook.

Salary

Range from £29,681 - £34,627 (pro rata) per annum (including London Weighting) dependent on experience.

Meal allowance

In addition to salary, the Library gives a taxable "meal allowance" of £2.08 per day (£540.80 per year) to all members of staff working a full seven-hour day.

Pension

The Library offers a contributory Group Personal Pension Scheme (Scottish Widows) and will match employee contributions up to 6%.

Annual leave

25 days plus 11 days when the Library is closed for public holidays (pro rata)

Cash Health scheme

All employees will be enrolled into our cash health scheme which allows members to reclaim the cost of medical expenses such as dental fees and prescription charges as well as access to a 24-hour employee assistance service.

Season tickets and bicycle loans

Interest-free loans for the purchase of season-tickets and/or bicycles for travelling to and from work.

Access to collections

The facility to make full borrowing use of the Library's collections (up to 10 books at a time) and online resources.

Discount on London Library membership

Staff may extend a 50% discount on Library membership to family or friends (limited to two per year; applies to first year of membership only)

Book purchase and binding

Staff may purchase books for themselves, taking advantage of the discounts negotiated by the Library. Discounts on binding personal books may also be arranged.

Training & Development

The Library is committed to the support and development of all staff. We aim to ensure that all members of staff not only have the knowledge, skills and experience necessary to be successful in their jobs, but also to fulfil their career potential.

Rest facilities

Staff-room with small kitchen and dining area offering free tea and coffee-making facilities.

Appendix – GDPR Privacy Notice

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The London Library ('Company') is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our third party service providers.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see *our data protection privacy notice (employment)*.

Your right to object to us processing your information

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact vacancies@londonlibrary.co.uk if you wish to object in this way.

Your rights to correct and access your information and to ask for it to be erased

Please contact vacancies@londonlibrary.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our HR team for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR team will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our HR team can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE
[ABOUT THE INFORMATION WE COLLECT AND HOLD]

Part A

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee
Information about your health, including any medical condition, health and sickness records	From you	Legitimate interest: to carry out a fair and non-discriminatory process Necessary for performance of rights and obligations in connection with employment	To carry out a fair and non-discriminatory recruitment process – to see if there are any adjustments that can be made to the recruitment process

Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers Δ	From your referees (details of whom you will have provided)	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
Information regarding your academic and professional qualifications Δ	From you, from your education provider, from the relevant professional body	<p>Legitimate interest: to verify the qualifications information provided by you</p>	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information Δ	From you and, where necessary, the Home Office	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>
Information about your health, including any medical condition, health and sickness records	From you	<p>Legitimate interest: to ensure intrinsic elements of the role can be met</p> <p>To enter into/perform the employment contract</p> <p>Necessary for performance of rights and obligations in connection with employment</p>	<p>To ensure intrinsic elements of the role can be met</p> <p>To establish if any reasonable adjustments can be made</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked 'Δ' above to us to enable us to verify your right to work and suitability for the position.