

Job description

Post	BAME Graduate Trainee
Grade	3
Hours	35 hours per week
Accountable to	Information Service Manager

The King's Fund is an independent charity working to improve health and care in England. We help to shape policy and practice through research and analysis; develop individuals, teams and organisations; promote understanding of the health and social care system; and bring people together to learn, share knowledge and debate. Our vision is that the best possible health and care is available to all.

Our values

We expect everyone to demonstrate an understanding of and to apply our workplace values. Our vision, mission and values can be seen at: <http://www.kingsfund.org.uk/about-us/our-vision-mission-and-values/our-values>

Job purpose

This post is aimed at individuals who are interested in pursuing a career in the library and information profession. It is a broad-ranging role that will give the post-holder knowledge and experience of various aspects of service provision within a specialist research and reference library. The role will share many of the key day-to-day duties of the whole team and will support the Information and Knowledge Service in delivering a high-quality service to all users.

Main responsibilities

- Staffing the enquiry desk and answering questions via email, telephone or in person, providing high-quality responses using The King's Fund database and other resources
- Assisting with research support activities such as literature searching and desk research for internal and external users
- Assisting with document supply and managing inter-library loans requests
- Work with the Information Assistant to maintain and manage the onsite and offsite collections. This may include activities such as shelving, moving stock and basic preservation and conservation activities
- Carry out abstracting, cataloguing and processing of new material for The King's Fund library database and collection
- Participate in quality assurance activities such as data integrity checking and link checking to ensure that the library database holds high-quality, accurate and current information
- Produce one of the regular IKS current awareness bulletins that help to disseminate information to a wide-range of subscribers
- Support events and activities which form part of the public engagement, outreach and marketing of the Information and Knowledge Service
- Carry out a project, to be agreed with the Information Services Manager, that will enable IKS to better understand or improve on service provision

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• positive and engaged • striving for excellence • acting with integrity

Other

- Actively contributes to effective communication within the team and with others across the Fund
- Ensures that the organisation's business and information systems are utilised for the benefit of the team, directorate and Fund
- Ensures any finances related to the role are in compliance with related policies and procedures
- Effectively contributes to project/business performance by planning, co-ordinating, delivering, evaluating and communicating as appropriate
- Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the job, team and organisation by participating in appraisal and appropriate learning activities
- Encourages and supports the development of others, the team and the organisation by engaging in and contributing to the Fund as a learning organisation and to its positive culture
- Represents the team and Fund in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of the organisation
- Undertakes any other duties that may reasonably be required, and are commensurate with the grade of the job, in furtherance of the objectives of the Fund
- Ensures compliance with The King's Fund's policies, procedures and contract of employment

Date: May 2019

Person specification

Supporting Evidence

You must demonstrate your experiences, skills, abilities and values by giving specific examples for the criteria within the person specification.

	Essential	Desirable	How Tested
Training and qualifications	<ul style="list-style-type: none"> has not already participated in a graduate traineeship programme 	<ul style="list-style-type: none"> an undergraduate degree, particularly for applicants who are looking to progress onto a LIS MA programme 	<i>Application</i>
Knowledge and experience		<ul style="list-style-type: none"> previous experience in working in a customer-facing role 	<i>Application</i>
Skills and abilities	<ul style="list-style-type: none"> good communication skills in order to facilitate team working and service provision able to work collaboratively and sustain effective working relationships with diverse colleagues, partners and clients able to organise their own work and time productively understands the qualities and processes of excellent people management understands The King's Fund's values and their application to this role has an appreciation of the work of the Fund and the contribution of this role 	<ul style="list-style-type: none"> has good information literacy skills familiar with social media and new technologies able to contribute and listen effectively in group discussions able to provide feedback to others 	<i>Application and interview</i>
Personal qualities	<ul style="list-style-type: none"> appreciates the value diversity and inclusion willing to accept responsibility and opportunities appropriate for this role has a flexible approach to the role and to change 		<i>Application and interview</i>

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	Essential	Desirable	How Tested
Other	<ul style="list-style-type: none"> • from a black and ethnic minority background • is enthusiastic about gaining new skills and experience 		<i>Application and interview</i>