

Role summary

We are looking for a Librarian to join our Communications department to be responsible for the management of the Library Management System including acquisitions, circulation, enquiries and statistics.

Role definition

Job Title: Librarian

Reporting to: Head of Library and Research

Responsibilities

- Management of the Library Management System including acquisitions, circulation, enquiries and statistics.
- Cataloguing and classification of the library and periodicals collection according to international standards (MARC, AACR2, RDA, DEWEY).
- Coordination of the enquiry services desk, answering requests in person, by phone or online.
- Administration and management of the books and periodicals collection including registration, display in the library area, organisation and binding.
- Liaison with different departments to ensure the Library fulfils their needs.
- Coordination of planning and management of the stock check of books and journals including the running of reports and withdrawing/reordering missing materials.
- Maintenance of good stock order on a daily basis requiring light weight lifting.
- Management of digital information resources, including databases, online resources and directories.
- Management of the Document Supply Service.
- Promotion of Library Services.
- Deputise for the Head of Service as and when required.
- Provide general support as required and administrative assistance where necessary.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards.

Qualities and skills required

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Fluency in English (written and spoken) is essential
- Interest in architecture – preferably experience of working in an architectural practice
- Empathy with a creative environment
- Good communication skills
- Able to work under pressure and to tight deadlines
- Methodical, accurate and consistent attention to detail
- Excellent organisational skills
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times

- Self-motivated and able to take responsibility
- Able to manage and prioritise tasks and time effectively
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude and able to work additional hours as necessary to meet deadlines and fulfill the responsibilities of the position
- Appreciation of, and commitment to, the business of the practice

Desirable

Click or tap here to enter text.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

November 21