



Welcome to our information pack for the post of:

Library Assistant

The following information is provided to assist your application. Information about the BFI can be found at our website: www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities

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Welcome to our information pack for the post of:

BFI Library Assistant

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Library Assistant will play a crucial role to ensure our success going forward.

1. How to Apply:

To apply please click the Apply Online button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification. This includes our equality & diversity monitoring form.

You will not be able to upload additional documents as part of the online application process so please ensure all information requested is included clearly.

Please submit your online application by 19 December 2017.

First interviews will be held on 11 January 2018.

If you have any questions or want to discuss the post please contact me on 0207 957 4824 or sarah.currant@bfi.org.uk.

Again, many thanks for your interest and I look forward to receiving your application.

Sarah Currant
Librarian – Reader Services

2. Job Advert

BFI Library Assistant

Salary £21,747 - £21,888 per annum plus generous benefits package

The BFI is the lead organisation for film in the UK. We are a Government arm's length body and distributor of Lottery funds for film.

We are looking for a Library Assistant to support the Librarian (Reader Services) in the provision of a proactive frontline service for all visitors to the BFI Reuben Library. The Library Assistant will undertake general library duties, such as shelving, tidying, processing and other stock maintenance; supplying and digitising materials from onsite and offsite storage to the Reading Room.

The successful candidate will have experience working in a library or similar environment, and a good general knowledge of film, television and the moving image and its literature.

Based in Central London, you will enjoy benefits such as our pension scheme, excellent family support, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is 19 December 2017.
First interviews will be held on 11 January 2018.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 1B and the salary points for this grade as at 01 November 2016 are:

£21,747 (minimum)

£21,888 (maximum)

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

Staff Benefits

At the BFI we offer a wide range of benefits to staff including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- Employee Assistance Scheme covers you and your key family members across all life events
- We promote and support flexible working
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

Staff Engagement

The BFI takes our responsibility to engage and develop staff seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager

- Meetings are held regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- We regularly review our staff engagement strategies to see how we are doing

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched [BFI2022](#), our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences.

The new strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. The Role

Job Description

| | |
|-----------------|--|
| Department: | Collections & Information |
| Post: | Library Assistant |
| Grade: | 1B |
| Accountable to: | Librarian (Reader Services) |
| Location: | Central London (with occasional reimbursed travel to Berkhamsted site as required) |
| Main contacts: | Users and user representatives from all audience groups; Library Manager, Librarians and Assistant Librarians |

Main aims

To support the Librarian (Reader Services) in the provision of a proactive frontline service for all visitors to the BFI Reuben Library; undertake general library duties, such as shelving, tidying, processing and other stock maintenance; supply and digitise materials from onsite and offsite storage to the Reading Room.

Key Responsibilities

Fully participate in the rota allocation, including regular evening and weekend duties

As part of general reading room duty, answer library enquiries within an agreed timeframe; deal with user requests for materials and any first line problems as required

Carry out general library duties, including processing of new material, repairing or conserving older material, shelving and tidying of books and periodicals

Supply materials from onsite and offsite storage

Digitise material for delivery to the reading room or to remote users

Support the work of other library staff, if and when required; work on selected library projects, as assigned

Deal with missing books: checking, recording, compiling and arranging replacement with relevant Librarian, if necessary

Ensure that supplies of library stationary are ordered and available to staff and in the Reading Room

To be an ambassador for the BFI and maintain a professional approach at all times

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'

To be supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members

To promote and support diversity and inclusion in all activities

To be an ambassador for the BFI through maintaining a professional approach at all times

To become familiar with and adhere to BFI policies and procedures

To undertake any other activities that may be reasonably required

Person specification

Minimum requirements

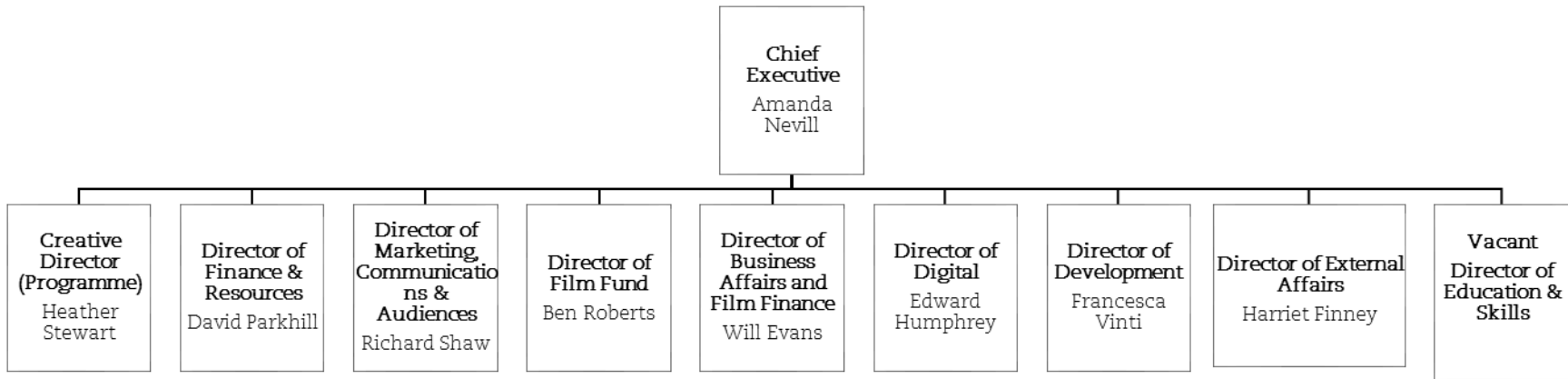
- Educated to A level standard or equivalent
- Previous experience in a library or similar environment
- A demonstrable interest in pursuing a career in libraries and information management
- Experience of working in a public facing role
- An interest to gain experience in the use of digital and electronic library services
- An interest to gain experience in the conservation and preservation of traditional library materials
- A good knowledge of film, television and the moving image and its literature
- Good communication skills with the ability to deal effectively with people at all levels
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'

- An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities
- A proven track record of working as a supportive team member
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- A competent Microsoft Office user
- A commitment to continual professional development

The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.

November 2017

6. BFI Executive Structure:



7. Library Department Organisation Chart

