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**Your glittering career are you in control?
*presented by***

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Your glittering career are you in control? ... WILL COVER:

- World wide events/trends impacting on our Information World
- Effects of living in a global village
- Current state of jobs and challenges in our Information World – important things to consider
- Your master/mistress career plan or *Do you have to kiss a lot frogs to find a prince/princess of a job?*
- Career timelines
- Applying for a job - successful interviews – next steps in your career.... Looking sideways ... and back! And other considerations in career planning.



Worldwide events / trends impacting on our InfoWorld

- Have a domino effect on jobs in any country
- Economic downturn and its effect on organisations
- Your job could be changed out of recognition by events over which you have **NO CONTROL** whatsoever
- Avoid being caught by surprise...
- Information professionals are in an excellent position to monitor such events through various info sources



Be aware of the effects of living in a global village

- No longer any such thing as complete job security.
- You cannot now expect to stay in one job with one employer throughout a career.
- Many employers are themselves trying to cope with the realities of the current economic situation and you can **no longer assume** that **they will chart a course for you** through the organisation.



Be aware of the effects of living in a global village...

- In reality, a truly 'glittering' career in information work needs careful planning, and nowadays this falls to you!
- The 'portfolio career' described some time ago by Charles Handy is fast becoming the norm rather than the exception, and especially for those now entering the profession.
- So – awareness of the current state of worldwide job markets
- Challenges in traditional styles of career management



Be aware of the effects of living in a global village...

- Changing skills requirements for LIS jobs
- Sheer range of opportunities is wider than ever and presents problems for both employers and employees in understanding the implications
- People *without* traditional librarian skills are taking on some of the work that was once the preserve of our profession
- LIS staff are finding their skills in demand in new areas of work
- Changing employment sectors - so keep checking what is taking place



Effects of living in a global village....

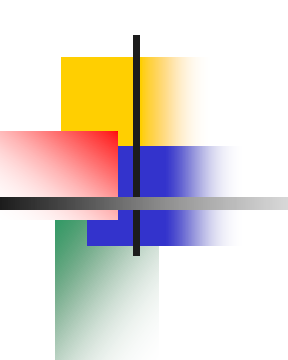
Jobs also disappear...

- The intensification of competition now forces many people to move into areas of work in which they may not have had previous experience
- Surveys show that the United Kingdom is increasingly developing a long hours culture, there is a growing feeling that the balance has been tipped too far to enable an **effective job to be done**
- Senior staff are increasingly occupied with their own jobs and are consequently too busy to be able to act as mentor or guide to less experienced people in the workplace.



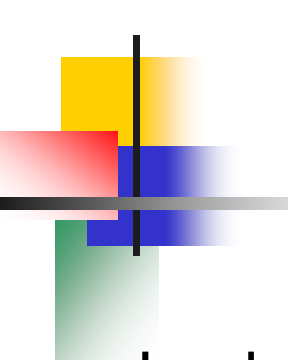
Jobs also disappear and other challenges - Many examples to note

- Each individual is constantly under pressure to keep the work flowing and to complete it as quickly as possible, often without the benefit of the full picture
- Sound advice and development coaching (mentoring) are frequently lacking. The result is a stressed or 'burnt out' individual, without commitment to the employer, and someone who may no longer enjoy the work that previously gave him/ her satisfaction.
- So here comes some solutions and perhaps some radical thinking by those *aspiring to a glittering career...*



Your master/mistress career plan or *Do you have to kiss a lot frogs to find a prince/princess of a job? Solutions offered.....*

- How to look for opportunities - examples showing the range of library and information work now available in so many sectors – many of the job titles are disguised e.g.
 - Learning Enhancement and Innovation A/L University
 - Information and Content Developer – Chartered Management Institute
 - Information Literacy Assistant Royal College of Nursing
 - Digital Curator – University
 - Legal researcher – law firm
 - Client Support Manager – LIS software house



Your master/mistress career plan or *Do you have to kiss a lot of frogs to find a prince/princess of a job? Solutions offered.....*

- Look to recruitment agencies for guidance and advice e.g. Cilip www.lisjobnet.com Sue Hill Recruitment www.suehill.com
- Learn how to read adverts for jobs - do your skills match up with what the advert is asking? Have you researched the organisation that you are now applying to for a job?
- Take opportunities to learn other skills - e.g. join Groups such as **Commercial, Legal & Scientific Information Group (CLSIG)** (formerly Industrial & Commercial Libraries Group) is one of the oldest special interest groups – see www.cilip.org.uk/commercial-legal-and-scientific-information-group/about-us and **WIDEN YOUR CONTACTS.....**



Your techniques for selection and interviewing are changing

- Those starting to get a first step on the ladder will need to have more than their information qualifications - other skills are equally important to employers
- Learning the terminology is an education in itself - just look at the job advertisements
- **Your Application letter Plus CV** is the first hook to getting a job!
- Being interviewed AND PERHAPS A SECOND INTERVIEW
- So if you have not had an interview for years you need to be aware of the different types of interviews and selection procedures now being operated.



After the interview..... And other steps to take

- Don't be afraid to ask for feedback about your performance
- Discuss the plus and minuses of results with others e.g. your manager
- **Looking sideways** ...
often taking jobs for a short time – e.g. covering maternity leave or taking a short term job – e.g. perhaps involved in planning a new project will give you chance to learn other skills especially negotiating skills
- Temporary work – become *a serial temp worker*.... You will learn so much about the culture of other organisations
- Going independent - the pitfalls, perils and pleasures!



Further advice – other considerations in career planning

- What really interests or motivates you? This may be your next step in your career!
- Ask yourself ... where do you want to be in three, five or even ten years' time?
- Have you got the work/life balance right? (wearing my health and safety information hat)
- RememberWork Smarter not Harder.....
Use the technologies to get ahead
- Now it is your decision ***Are you ready for your own glittering career to really take off? It is up to you!***



Further advice

■ Your Essential Guide to Career Success 2nd edn

Sheila Pantry and Peter Griffiths

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Facet Publishing

How ambitious are you? Do you have a career plan? Are your skills up-to-date? Where do you want to be in three, five or ten years' time? This book is an essential read for any information professional.

Good luck and I hope you enjoy your career as much as I am enjoying mine!

My contact details on first slide

This presentation on

www.sheilapantry.com/oshworld/presentations