



number one for
service and value

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Librarian	Grade: SO1
Section: Contracts and Leisure	Directorate: Environment and Community Services
Responsible to following manager: Reading & Resources Manager / Children & Communities Manager	Responsible for following staff: Not applicable
Post Number/s: RWE1351, RWE1352, RWE1353, RWE1361, RWE1362, RWE1363 + 1xNEW	Last review date: March 2019

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Provide inspiring collections of books, e-books and other library resources; to promote these by providing residents with a range of creative reading and learning opportunities; and to provide professional advice and training to the Library Operations teams in reader development, stock promotion and the effective use of information and e-resources.

Specific Duties and Responsibilities

To undertake a specified /allocated range of the following duties:

1. To evaluate, select and assist in the management of library resources, including: eResources; audio-visual materials; adult fiction and non-fiction; children's /



young people's fiction and non-fiction; reference and information books; newspapers and periodicals; leaflets and notices for display in libraries.

2. To use evidence-based stock management processes to ensure that the Library Services continue to meet the changing reading and learning needs of the local community.
3. To be an advocate for digital literacy, ensuring that libraries keep pace with developments, exploiting new and existing ICT systems, mobile telecommunications, social networking services and digital content to engage new library audiences, creating online communities of digital readers and learners with 24/7 library access.
4. To deliver reading events and learning activities, including: early years' literacy programmes (e.g. Bookstart), reading programmes for children (e.g. Summer Reading Challenge), library-based or led learning programmes (e.g Festival of Learning), live literature events (e.g. Cityread) and introductory IT sessions and IT awareness to enable local people to develop their digital skills.
5. To create, deliver and participate in an ongoing programme of creative and cultural reading and learning promotions and events which provide opportunities for people to come together to share and extend their reading and learning experiences.
6. To assist as required with the management of printed and online resource budgets, including the commissioning, market testing and contract management of services, ensuring that all necessary processes and procedures are carried out in a timely and effective way.
7. To advise and support managers on relevant matters affecting the service, contributing to the maintenance and development of Library Services resource policies, standards and procedures, including digital developments, resource selection profiles and policies on the layout, presentation and delivery of resources.
8. To provide targeted library outreach services to adults, children and young people not accessing library services.
9. To support front line library staff in the delivery of children's activities including Tiny Teddies, storytimes, class visits and Chatterbooks reading groups and to assist with special events.
10. To maintain the library catalogue/OPAC, including the moderation of interactive and personalised features such as book reviews, ratings, discussion threads and social tagging.



number one for
service and value

11. To administer the reservations and inter-library loans service, including the administration of waiting lists.
12. To participate in the training of the library staff, to ensure that staff members are highly skilled in the use of the Library Management System, printed and digital information resources, in the promotion of reading and in the organisation and delivery of library events and activities.
13. To promote interest in and use of library services through the production of publications and printed/digital materials.
14. To take responsibility for the allocation and checking of stock-related work by library staff (e.g. stock weeding and promotional displays).
15. To promote ways of working that ensure the local community are actively engaged with library services and are able to influence decision making, assisting with consultation exercises and activities (e.g. CIPFA PLUS).

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Richmond and Wandsworth.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

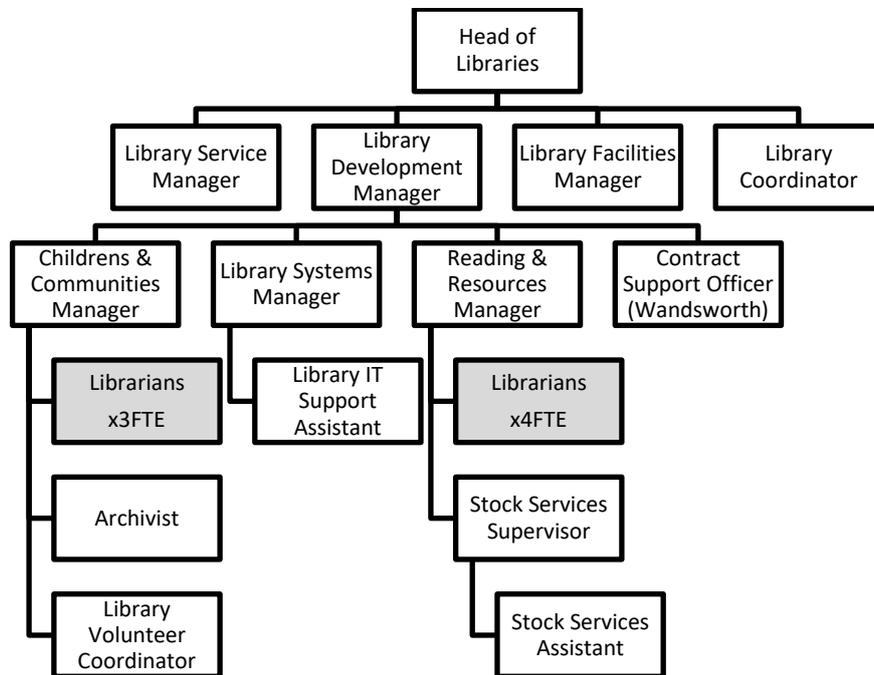
- The post-holder must be suitable to work with children and vulnerable adults and will be required to undergo an enhanced Disclosure & Barring Service (DBS) check.



number one for
service and value

- The post-holder will be required to work flexibly to the exigencies of the organisation, including at least one late evening a week, two Saturdays in four and occasionally on Sundays to carry out the duties of the post.
- The post-holder will be required to travel around and outside the borough to attend meetings, training courses or other work-related events or activities.
- The post-holder must be able to work in any library in the borough to carry out professional duties or cover staffing shortfalls as required.
- The post-holder will be required to wear an ID lanyard when on public duty.
- The post holder will be required to open and close buildings and be responsible for building and contents security.
- The post-holder will be expected to maintain current awareness of professional issues relevant to public library services and use this to inform work on service development; attend meetings, events, training courses and continuing professional development opportunities as appropriate.

Current team structure





number one for
service and value

Person Specification

Job Title: Librarian	Grade: SO1
Section: Contracts and Leisure (Libraries)	Directorate: Environment and Community Services
Responsible to following manager: Reading & Resources Manager / Children & Communities Manager	Responsible for following staff: Not applicable
Post Number/s: RWE1351, RWE1352, RWE1353, RWE1361, RWE1362, RWE1363 + 1xNEW	Last review Date: March 2019

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Job Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
An up to date knowledge of popular authors and reading trends	A/I
An up to date knowledge of printed and digital information resources suitable for public libraries and how to use them	A/I
An up to date knowledge of library stock selection and procurement processes	A/I
Able to demonstrate a clear understanding of the issues affecting the ongoing development of public library services, awareness of the range of resources and services currently delivered by libraries and the importance of libraries within communities	A/I



number one for
service and value

Experience	
Experience of delivering enquiry or research services to the public, and the ability to demonstrate high standards of customer care	A/I
Experience of using standard PC software (Microsoft applications) and library software and systems	A/I
Practical experience of using IT, social media and web applications	A/I
Experience of providing training and / or delivery of one or more of the following: information and IT skills; reader development; the successful delivery of reading or learning programmes ; event/festival management and promotion	A/I
Skills	
Ability to communicate effectively with staff, customers and groups of people in order to answer complex enquiries, undertake research, and to deliver talks and training	A/I/T
Ability to confidently use ICT equipment, including PCs, laptops, tablets, smart phones, printers, scanners and projectors	A/I/T
Ability to organise and promote events and activities, carrying out multiple tasks and prioritising workloads to meet tight deadlines	A/I
Ability to work as part of a team to deliver successful outcomes	A/I
Qualifications	
Recognised qualification in library and information science or equivalent experience	A/C

A – Application form

I – Interview

T – Test

C – Certificate