



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 Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



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.
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 Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems



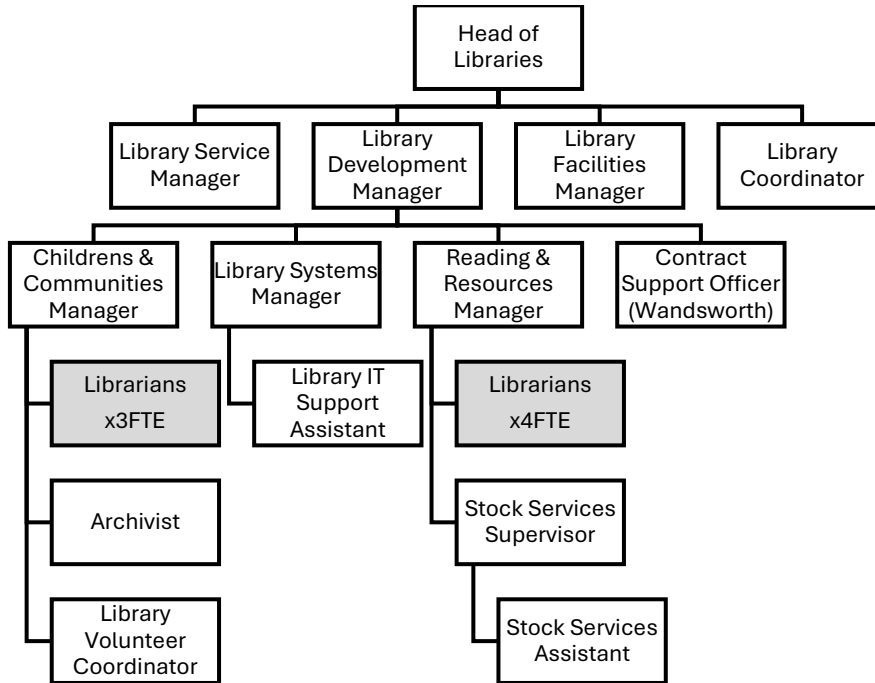
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

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.
- 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





Person Specification

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

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

| Job Specification Requirements | | | |
|--|-----------|-----------|--|
| | Essential | Desirable | Assessed by A & I/ T/ C (see below for explanation) |
| Knowledge | | | |
| An up to date knowledge of popular authors and reading trends | X | | A/I |
| An up to date knowledge of printed and digital information resources suitable for public libraries and how to use them | | X | A/I |

| | | | |
|--|---|---|-------|
| An up to date knowledge of library stock selection and procurement processes | | X | 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 | X | | A/I |
| Experience | | | |
| Experience of delivering enquiry or research services to the public, and the ability to demonstrate high standards of customer care | | X | A/I |
| Experience of using standard PC software (Microsoft applications) and library software and systems | X | | A/I |
| Practical experience of using IT, social media and web applications | X | | 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 | X | | 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 | X | | A/I/T |
| Ability to confidently use ICT equipment, including PCs, laptops, tablets, smart phones, printers, scanners and projectors | X | | A/I/T |



| | | | |
|--|----------|----------|------------|
| Ability to organise and promote events and activities, carrying out multiple tasks and prioritising workloads to meet tight deadlines | X | | A/I |
| Ability to work as part of a team to deliver successful outcomes | X | | A/I |
| Qualifications | | | |
| Recognised qualification in library and information science or equivalent experience | | X | A/C |

A – Application form

I – Interview

T – Test

C – Certificate