

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Reading & Resources Manager	<b>Grade:</b> PO3
<b>Section:</b> Contracts and Leisure (Libraries)	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Library Development Manager	<b>Responsible for following staff:</b> Librarians x 4 Stock Services Supervisor
<b>Post Number/s:</b> RWE1350	<b>Last review date:</b> 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

- Responsible for the provision of resources and materials to ensure that Library Service customers of all ages have access to inspiring collections of books, e-resources and audio-visual materials and to create opportunities for them to share the enjoyment of reading and learning.
- To organise and be proactively involved in an ongoing programme of creative reading and literature promotions and events which provide opportunities for people to come together to share and extend their reading experiences.

## Specific Duties and Responsibilities

1. To facilitate the purchase and management of the resources available for loan and use at all libraries, including eResources and items loaned from other authorities, using evidence-based stock management processes to ensure that users of all ages have access to an excellent range and choice of library materials, ensuring that Library Services continue to meet their changing reading and learning needs.
2. To provide effective line management and direct the work of the assigned Librarians and the Stock Services Supervisor, ensuring the appropriate application of policies and codes of practice on staffing matters.
3. To organise, evaluate and actively participate in the effective delivery of an annual programme of creative reading promotions and events. To include the delivery of reading schemes and programmes for adults (e.g. Cityread London, the Richmond Literature Festival, Libraries Week) and support for self-managed reading groups for adults.
4. To oversee the spending of Library Services stock purchase budgets, including ensuring that all necessary purchasing processes and management procedures are carried out in a timely and effective way, ensuring high quality and value for money.
5. To maintain and develop Library Services resource policies, standards and procedures, including stock selection profiles and policies on the layout, presentation and promotion of resources.
6. To create, deliver and evaluate appropriate library training to ensure that frontline library staff are confident and have the right skills to deliver and promote both existing and new services, especially in relation to reader development and library activities.
7. To monitor and evaluate stock performance against service objectives, leading regular review meetings, reporting outcomes and initiating remedial action when necessary to ensure agreed objectives and targets are met.
8. To manage the library catalogue, including interactive and personalised features such as book reviews and ratings and to provide content for the library social media with the purpose of promoting stock.
9. To assist with the library stock procurement processes, ensuring that effective commissioning, market testing and contract management of service processes are in place and operating to all required standards.

10. To manage the evaluation, selection, procurement and maintenance of eResources so that more people are able to discover, access, share, download and re-use collections and services 24/7.
11. To contribute towards the development of good working relations and collaborative arrangements with relevant third party organisations including library consortia, private, voluntary and other public organisations, to forge effective partnership working.
12. To represent the Library Service, and where appropriate customers, in dealing with external organisations and contractors, contributing to local, regional, national and professional forums as appropriate.

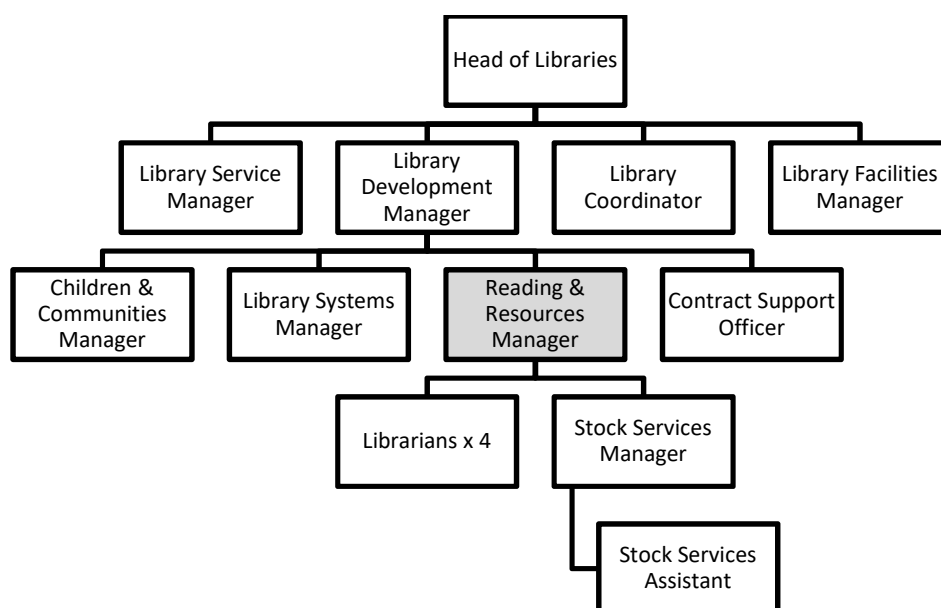
### **Generic Duties and Responsibilities**

- 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 a Disclosure & Barring Service (DBS) check.
- The post-holder will be required to work flexibly to the exigencies of the organisation, including the occasional need to work evenings, Saturdays and 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 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 required to fulfil the role of duty officer, on a rota with other members of the libraries management team.

### Current team structure



## Person Specification

<b>Job Title:</b> Reading & Resources Manager	<b>Grade:</b> PO3
<b>Section:</b> Contracts and Leisure (Libraries)	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Library Development Manager	<b>Responsible for following staff:</b> Librarians x 4 Stock Services Supervisor x 1
<b>Post Number/s:</b> RWE1350	<b>Last review date:</b> 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.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
An up to date knowledge of strategic developments and trends in the area of public library services	A/I
An up to date knowledge of popular authors and reading trends for adults	A/I
An up to date knowledge of standard PC software (Microsoft applications) and of library software and systems, including Library Management Systems and eBook / eResources services	A/I

Able to demonstrate a clear understanding of the issues affecting the development and modernisation of public library services, including e-services	A/I
<b>Experience</b>	
Experience of developing, delivering and promoting library services	A/I
Experience of organising and promoting programmes of events and activities for public and staff	A/I
Experience of managing a staff team and/or volunteers, including the setting and achievement of service objectives and performance targets	A/I
Experience of working in partnership and developing links with outside agencies, professional bodies and/or commercial organisations to support service development and delivery	A/I
Experience of working with a database and digital resources	A/I
Experience of providing adult reader development training	A/I
<b>Skills</b>	
Ability to communicate effectively with staff and customers, including the ability to analyse and present complex data in an appropriate way	A/I
Confident in the use ICT equipment, including PCs, laptops, tablets, printers, scanners and projectors	A/I
Ability to carry out multiple tasks and prioritise workloads to meet tight deadlines, especially in relation to event delivery	A/I
Ability to manage resources and monitor budgets to ensure that stock or services are procured efficiently and deliver good value for money	A/I
Confident in the use of library systems	A/I
<b>Qualifications</b>	
Recognised qualification in Library & Information Science or significant relevant experience	A/I

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**