

Team Leader – Area Librarian (Tier 4B)

Directorate: Service area:	Resources Directorate Business and Customer Services – Face to Face
Accountable to:	Libraries & Communities Manager (North/South) (Tier 4A Delivery Lead)
Accountable for	Budget up to £250k 4-8 Headcount / 4 FTE
Politically restricted post	Not politically restricted
Delivery teams:	Libraries & Communities
Job Title:	J0339 Delivery Lead - Area Librarian
Grade:	Scale K

Context

You will play an active role as part of the library service team working in partnership with Team Leaders. You will support the Service Manager and other Delivery Leads in achieving the organisational vision and outcomes.

You will manage your team to meet the outcomes in the Library Service Delivery plan. You will develop and maintain good working relationships with a range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment:

You will be responsible for the development and management of library services to ensure quality service standards and be the professional lead within the area for stock, including planning and delivery of new libraries and re-design of existing service points, information and training in either North /South area.

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<p>Delivery responsibilities</p>	<ul style="list-style-type: none"> • To support and deputise when required for the Library Delivery Leads (North / South) • You will be responsible for developing, managing and implementing consistent policies and strategies for the development of the service. The post will involve close working with the service delivery leads ensuring that the objectives as set out in the Librayr Plan are delivered. • The Area Librarian is part of a team of specialists responsible for developing and implementing projects and intitatives to improve services for the residents of Warwickshire. • The Job will involve seeking out funding opportunities and then planning and implementing creative and innovative projects. • To initiate and develop relevant partnerhips within the County Council, voluntary and statutory organisations to ensure that the service offer meets the needs of all Warwickshire residents. • To be responsible for the effective management / forecasting of relevant delegated budgets, following County financial regulations ensuring the budget is effectivey spent and that the programme of activity supports the Service Plan objectives and achieves income targets. • To be responsible for negotiating service level agreements as required. • To be responsible and acoountable for all aspects of staff and volunteer management, to include recruitment, appraisal, performance management and related processes. • To maximise opportunities for cross-marketing by increasing awareness and take-up of services, to be an advocate for the service through the development of positive working relationships within the business unit, group, wider County Council and other agencies. • To contribute the Service Business Planning Porcess and the achievement of relevant targets. • To lead on stock and information provision within either the North/South libraries • To take budegetary responsibility for the Section 106 monies, which are allocated to the library service as part of the planning process. • To encourage, support and develop income generation opportunities. • To line manage the Library and Information Advisors ensuring that library stock meets quality standards across North/South Areas • To take responsibility for on Library projects as required, including library refurbishments and the introduction of new Library services/initiatives. • To work with the Principal Librarians and Team Leaders in developing library services, e.g. reader and audience development programmes, audience awareness, library membership and take-up of services. • To lead on the delivery of events and activities in libraries, working proactively with the staff, encouraging and motivating them to engage with customers and thus increasing library usage. To work in partnership with colleagues in the statutory and voluntary sectors, community groups and individuals to promote Library services • Working with the Information and Enquiry Librarian to support resolve information enquiries.
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	<ul style="list-style-type: none"> • To use specialist book knowledge to ensure all stock meets countywide standards by conducting audits and training staff. • To ensure that libraries are attractively presented and welcoming, and within this to encourage, motivate and support staff in a proactive way and empower them to widen customer choice in their reading. • To be responsible for the on-going liaison with Community Managed Libraries (CMLs), to include undertaking monitoring visits and producing reports. To be accountable for ensuring that the Service is responsive to the needs of the CMLs as appropriate. • To ensure staff are motivated and informed in order to provide an efficient and effective customer service. • To lead and monitor Library Performance Indicators ensuring KPIs are met. • To lead on recruitment, selection, supervision, appraisals, induction, training and development of staff, as appropriate within the area. • To investigate, resolve and act on customer complaints relating to the responsibilities of the post. • To lead on training and support for staff in enquiry, information and stock techniques. • To liaise with colleagues in the County Council, district/borough councils, other organisations and individuals as appropriate to meet the objectives and to deliver the vision of the library service. • To contribute to health & safety and environmental sustainability duties as directed by the Delivery Leads
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<p>Generic</p>	<ul style="list-style-type: none"> • To actively pursue continuous personal development and take advantage of relevant training and development opportunities. • To represent the service on appropriate groups across the County, regionally and nationally. • To deputise for the Delivery Lead Libraries North/ South • To be responsible for the implementation of the County Council's policies relating to Equality and Diversity, Environmental Sustainability and Health and Safety, ensuring understanding and implementation by staff and volunteers. • To take responsibility as a keyholder and be willing to be called out to building outside normal working hours where required. • To undertake, as required, any other duties that are commensurate with the grading of the post.
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Key business measures	<ul style="list-style-type: none"> • Reduction in unit cost position by better demand management year on year • Reduction in agency staff spend year on year • Reduction in the duplication of effort by bringing together common activities and more effective processes • Increase in professional development of business support workforce by improved talent management • Increase in resilience of Library Services by better resource management • Increase in self-serve and self-sufficiency across the organisation through better digital capability
Statutory responsibilities <i>(if applicable)</i>	N/A
Specific experience	<ul style="list-style-type: none"> • Degree, post graduate diploma or equivalent level qualification in Library and Information Science or hold a degree and be working towards a relevant a library and or information qualification. • 3 years relevant experience in libraries or similar environment • Experience of communicating clearly & effectively in person, in writing and giving presentations • Experience of answering enquiries using a range of reference sources/formats including online. • Experience of recruitment, selection, appraisal, induction, training and development of staff • Experience of policy and service development • Experience of working effectively with people internally/externally and at different levels. • Experience in use of ICT applications including word processing, spreadsheets and other ICT systems <p>Skills & Capabilities</p> <ul style="list-style-type: none"> • Ability to share enthusiasm and knowledge of books and reading with customers • Ability to understand customer needs. • Demonstrate an aptitude for working with adults, older people, children, young people and disadvantaged/vulnerable people • Demonstrate a commitment to customer care • Ability to travel effectively around the county • Ability to work flexibly- including Saturday, Sunday, evening and call-out as required • Ability to manage projects • Appreciation of/sensitivity to Equal Opportunities issues
Specific qualifications/and registration	Degree, post graduate diploma or equivalent level qualification in Library and Information Science or hold a degree and be either working towards or willing to work towards a relevant qualification
Budget responsibility	N/A

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FTE responsibility (line management)	Up to 4 FTE <ul style="list-style-type: none"> • Library & Information Advisors • Music & Drama Librarian, as appropriate
Key stakeholder relationships	Service Managers Departmental colleagues Other council employees External partner organisations Members of the public Council Members Customer service staff

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D)

Assessed By:

Essential Criteria

Degree, post graduate diploma or equivalent level qualification in Library and Information Science or hold a degree and be working towards a relevant a library and or information qualification.	A,D
3 years relevant experience in libraries.	A,I
Proven experience of project management with a project management qualification or willingness to undertake such a qualification	A,I,D
Ability to organise and implement projects effectively, to work under pressure and to tight deadlines.	A,I
Experience of policy and service development	A,I
Experience of communicating clearly and effectively in person, in writing and giving presentations, including experience of research and report writing.	A,I
Ability to identify, engage and work with appropriate partners	A,I
Experience of working effectively with partners and colleagues internally / externally and at different levels.	A,I
Experience in the use of ICT applications including word processing, spreadsheets and other ICT systems.	A,I,P
Ability to understand customer needs and demonstrate a commitment to customer care.	A,I
Demonstrate an aptitude for working with adults, older people, children, young people and disadvantaged / vulnerable people.	A,I
An understanding of the challenges facing staff in library settings	A,I

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Flexible and creative approach to work and problem solving	A,I,P
A systematic, methodical and accurate approach to work	A,I
Ability to make effective decisions	A,I
Proven experience of budget management	A,I
Showing a high degree of personal initiative, enthusiasm and motivation.	A,I
Ability to participate in the recruitment, selection, induction, appraisal training and supervision of staff.	A,I
Willingness to undertake training and development opportunities	A,I
Ability to travel effectively around the County	A,I
Appreciation of / sensitivity to Equal Opportunities	A,I
Ability to work flexibly including evenings and weekends as required	A,I
Ability to undertake the duties of the post	A,I

Assessed By:

Desirable Criteria

Chartered Librarian	A,D
Awareness of health and safety issues	A,I

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place

Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
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Performance & standards	<ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance
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- Execute the statutory or regulatory duties are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required

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- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning. • Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high-performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times • Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

