

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Library & Information Assistant

Vacancy ID: 009190

Salary: £8.8200 per hour

Closing Date: 19/08/2018

Benefits & Grade

Grade D

Contract Details

6 Posts, Casual

Contract Hours

As and when required

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton Libraries & Information Service is passionate about providing access to quality books, information, IT, events and activities to residents across the borough.

We currently have vacancies for Casual Library & Information Assistants who are required to work on an as and when basis covering holidays and sickness across the Public Library Service. We are also seeking to recruit staff to work on a casual basis within the Libraries based at Holme House and Kirklevington Prisons.

As a Casual Library and Information Assistant you will be required to work in any one of our sites at short notice covering all or part of the working day. Opening days and hours vary across the Library Service including late night opening until 8pm and Sundays, so a flexible attitude to work is essential.

We are looking for candidates who have a positive attitude and commitment to delivering a quality service to join the team. You will need to be enthusiastic and reliable with good communication skills as you will deal with members of the public of all ages and from a diverse range of backgrounds. Previous library experience or working with the public is essential alongside an interest in reading and knowledge of books.

Your primary role will be to help the Librarian in the day-to-day running of the library; issuing and receipting stock and dealing with borrower's enquiries.

IT skills are essential as you will use our Library Management System, for which training will be given, as well as assisting members of the public using the IT facilities. You are required to have 4 GCSE qualifications including English and Mathematics at A-C Grade, ECDL or equivalent ICT qualification.

When completing the application form please ensure you mark clearly which role you are applying for – Public or Prison Library.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion please contact Deb McDonagh, Community Libraries Officer on 01642 528484 or Lucie Lightfoot, Librarian on 01642 526517.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture Leisure and Events		Service Area: Library and Information Service	
JOB TITLE: Library and Information Assistant – Casual			
GRADE: D			
REPORTING TO: Librarian			
1.	JOB <ul style="list-style-type: none">To assist in the day to day running of the Library Service, supporting the delivery of a wide range of agendas which place the library service at the heart of our communities.To support the delivery of outreach activities, promoting the Library service wherever possible.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To undertake a range of duties associated with the delivery of the library service e.g. issuing/receipting of stock, undertaking repairs, enrolling new members, dealing with enquiries for information, tidying library areas, local history enquiries.	
	2.	To engage with users about books and literature dealing with enquiries and offer suggestions when required.	
	3.	To assist in delivering events organised by the Library Service and partners promoting the Library service to communities across the borough, e.g. class visits, parents' evenings, festivals, social groups, and health sessions.	
	4.	To offer information, advice and guidance using a variety of resources available, assisting with research such as family/local history when required.	
	5.	To have a knowledge of the key agendas that the library service is working towards and participating in any service delivery changes/ events that are part of these agendas, e.g. Health, Reading, Digital, Information and Bookstart.	
	6.	To have knowledge of ICT, utilising this knowledge to deal with enquiries and deliver short IT courses to the users of the service e.g. Ancestry.com, setting up an e-mail account, homework sessions, job seeking and business support sessions.	
	7.	To deal with complaints/commendations in the first instance seeking advice from a senior staff member when necessary, adhering to the corporate system.	
	8.	To work within agreed quality and innovation standards.	
	9.	To handle cash where required and assist in carrying out financial routines e.g. counting of daily takings, carrying out banking in accordance with Council Procedures.	

	10	To undertake any training that is deemed necessary to meet the duties and responsibilities of the post via internal/external providers, e.g. Libraries Connected Digital Information Skills.
	11	To participate in the training of new staff and works experience pupils.
	12	To cover in the absence of senior staff where required and carry out duties such as opening and closing of buildings, working with casual staff, reporting repairs.
	13	To keep updated the performances figures and provide information in relation to such figures when requested by the Library Management Team.
	14	To work as required in any library or department of the library service.
	15	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	16	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Library and Information Assistant	Grade D
Directorate / Service Area	Culture, Leisure and Events	Library and Information Service
Post Ref:	15533	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualification	<ul style="list-style-type: none"> • 4 GCSE's Grades A-C or equivalent, including Maths and English • ECDL or equivalent ICT qualification 	<ul style="list-style-type: none"> • Relevant NVQ 	Application form
Skills	<ul style="list-style-type: none"> • Methodical and Organised • Flexible and Adaptable • Ability to work on own initiative and as part of a team • Keyboard/Computer Skills • Ability to relate to and deliver activities to a range of people from diverse backgrounds • Research Skills • ICT Skills • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Ability to work with specific client groups, e.g. children, teenagers 	Application/Interview
Experience/Knowledge	<ul style="list-style-type: none"> • Previous Library work or substantial experience of working with the public • Awareness of what the library service currently provides for customers • Knowledge of books 	<ul style="list-style-type: none"> • Knowledge of electronic processes • Knowledge of cashing up procedures 	Application/Interview

Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Interest in reading • Show tolerance to others/non judgemental • Outgoing/friendly • Look for ways to enhance the delivery of the service and work with the team to achieve this. • Receptive and responsive to change • Dynamic, flexible and adaptable • Enthusiastic and committed 		Application / Interview
Other requirements			

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.