**JOB DESCRIPTION**

**ADULT & COMMUNITY BASED SERVICES**

**JOB TITLE:** Principal Librarian

**DIVISION:** Community Hubs

**GRADE:** Band 13

**RESPONSIBLE TO:** Head of Community Hubs

**POST REFERENCE:**  107383

**Purpose of Post**

To work to the Head of Community Hubs to manage the effective delivery of a Public Library service and support the delivery of Community Hub services.

To be aware of statutory service requirements, national library initiatives and advise on good practice to support the ongoing development of library services.

To manage library resources, including staffing, within allocated financial parameters.

To participate in the forward planning and development of the Library Service.

**Key Relationships**

To work to the Head of Community Hubs to provide services to meet the Council’s corporate vision, organisational strategies and policies.

To direct and coordinate the work of the Senior Librarian and Library Officers to ensure the efficient delivery of library services and community hub activities.

To work with other council departments and relevant agencies including regional and national library organisations to develop and improve library and Community Hub services.

**Main Duties and Responsibilities**

1. To deliver an inclusive Library Service to the public of Hartlepool which;

* is reactive to local priorities
* is customer focussed
* meets statutory requirements
* delivers on national initiatives e.g. Universal Library Offers, Summer Reading Challenge, and Book Trust Programme.

1. To liaise with partners, agencies, volunteers and community groups to improve and integrate library services in to the Community Hub delivery model.
2. To manage the service within the Council’s policies and objectives and work to the Head of Community Hubs in the forward-planning and setting of performance indicators and targets for Library and Community Hub services.
3. To problem solve and provide information and effective solutions to a range of both internal and external enquiries.
4. Personally, and through example support team members to deliver the targets set by the Head of Community Hubs and Departmental Officers.
5. To lead, manage and motivate staff to ensure delivery of core library services.
6. To be responsible for resource management in relation to library services in accordance with the Council’s financial regulations and standing orders.
7. To ensure that Library e-services and library based IT systems are fit for purpose and advise the Head of Community Hubs on areas for development and change.
8. To monitor and maintain statistical data relating library services and provide timely information to feed into service performance and development plans.
9. To have a knowledge and understanding of the national conditions that impact on library services.
10. To advise the Head of Community Hubs on national and professional developments and initiatives relating to Library provision and participate in the development of library services and associated service plans.
11. To undertake and monitor the procurement of goods and services for the Library Service.
12. To undertake any other duties that may reasonably be requested by the Head of Community Hubs.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 5/9/2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**