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**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.

**Digital Services Librarian**

**Vacancy ID: 009879**

Salary: £29,909 - £32,233 Annually

Closing Date: 24/03/19

**Benefits & Grade**

Grade K, pay award pending

**Contract Details**

Permanent

**Contract Hours**

37 hours per week

**Job Description**

Are you the dynamic, innovative and self-motivated Digital Services Librarian we are seeking to join our successful, forward thinking team at Stockton Library and Information Service? Do you have the drive to help us to take our service forward to meet the challenges of the 21st century?

Working in a high achieving and customer focussed service you will lead and develop both the Bibliographical Services department and the Digital Team. You will be responsible for the delivery of cost effective acquisitions processes, including ordering using Electronic Data Interchange, importing and maintaining catalogue records, and you will work alongside the Reading Resources Librarian to ensure that library stock meets the requirements of the widely diverse communities across the borough.

You will be responsible for our digital services, including infrastructure, resources and digital content, and you will manage the team who provide support for the Library Management System, IT systems, web and social media presence and digital learning opportunities for members of the public and staff. Our newest spaces, the Innovation Station and Imagination Station, have allowed us to explore advancing technologies such as 3D printing, laser cutting and immersive projection. You will lead the Digital Team in developing, delivering and supporting the range of activities that these rooms have to offer.

Excellent ICT skills are essential, including experience of managing IT and Library Management systems. We are looking for someone who has substantial knowledge and experience of the public library or ICT environment and who is an experienced manager of both staff and budgets.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Emma Tennant, Libraries Development Officer, on 01642 526520.

The application form is available in alternative formats from 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.

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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate:****Culture Leisure and Events** | Service Area: Libraries and Heritage |
| **JOB TITLE: Digital Services Librarian** |
| **GRADE: K** |
| **REPORTING TO: Libraries Development Officer** |
| **1.** | **JOB SUMMARY:** To be responsible for all aspects of Digital Library Service promotion, development and delivery, including infrastructure, resources, digital content management and the Digital Team.To be responsible for the provision of an effective and efficient Bibliographical Services Department, working closely with the Reading Resources Librarian to ensure a cost-effective and seamless stock selection and acquisition process. |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1 | To produce policies and strategies for the development and delivery of digital library services across the Borough in line with the Libraries Connected Universal Offers and any other regional or national initiatives. |
|  | 2 | To explore funding opportunities and partnership opportunities which help to sustain and develop digital library services. |
|  | 3 | To work in close liaison with the Libraries Development Team, Xentrall and with other departments and managers as appropriate, to ensure that digital library services are reflected across all age groups and specialisms. |
|  | 4 | To supervise the maintenance and delivery of the Library Management System and any other library based digital facilities, implementing quality and safeguarding systems as appropriate. |
|  | 5 | To ensure the sustainability and security of public access computer networks ensuring that the infrastructure is appropriate, hardware is state of the art and software is maintained to industry standard. |
|  | 6 | To undertake the gathering of relevant statistical information as required by the Library Management Team. |
|  | 7 | To work with the Reading Resources and Information Services Librarians to support the selection and delivery of all digital information and reading resources and promote their use to the people of the Borough. |
|  | 8 | To ensure stock acquisition processes are as efficient and innovative as possible using Electronic Data Interchange including electronic ordering, importing cataloguing records and electronic payment of invoices. |
|  | 9 | To prepare, maintain and record all orders placed by Stockton Borough Libraries. |
|  | 10 | To be responsible for ensuring that the classification and cataloguing of all stock is undertaken to meet customer and service needs. |
|  | 11 | To ensure that standards relating to stock management e.g. National Acquisitions Group (NAG) are implemented and adhered to throughout the Borough. |
|  | 12 | To deliver an effective and efficient request service utilising electronic processes. |
|  | 13 | To ensure that all Bibliographical Services targets and deadlines are met in accordance with the Stock Management Policy and Stockton Borough Council guidelines. |
|  | 14 | To manage budgets as directed, monitor the Library Materials Fund and contracts and meet with representatives from suppliers. |
|  | 15 | To manage staff in the Bibliographical Services Team and the Digital Team providing leadership and ensuring effective communication. |
|  | 16 | To participate in negotiations in relation to the North East Purchasing Organisation (NEPO) book supply contract with the 12 regional authorities to ensure value for money is achieved. |
|  | 17 | To assist in the recruitment, training and development of staff across the department. |
|  | 18 | To maintain professional knowledge, keeping abreast of trends and developments and disseminating to colleagues and staff. |
|  | 19 | To develop and maintain good relationships with libraries and other stakeholders both within the Borough and externally, attending relevant regional and national meetings as required. |
|  | 20 | To deputise for the Reading Resources Librarian as required. |
|  | 21 | To be responsible for the security and supervision of the building. |
|  | 22 | To deal with complaints/commendations when passed forward by staff in the Bibliographical Services Department and Digital Team. |
|  | 23 | To be aware of and adhere to all Council financial, legal and administrative policies and procedures. |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade of K 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.  |

**Job Description dated 26.2.19**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Digital Services Librarian** | **K** |
| Directorate / Service Area | **Culture Leisure and Events**  | **Libraries and Heritage** |
| Post Ref:  | **32192** |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | * Recognised degree (or equivalent) in librarianship/information management or directly relevant discipline or significant substantial library experience
* ECDL or equivalent IT qualification
 | * Chartered Librarian
 | Application form |
| Experience | * Substantial experience in a public library/ICT environment
* Management of budgets
* Knowledge of current trends and local/national frameworks and working practices relating to Bibliographic/Digital Services
* Experience of managing and developing staff
* Experience of supervising ICT and Library Management Systems
* Experience of partnership working
* Experience of service planning
* Cataloguing/Classification
 | * Use of ICT to promote libraries and information services.
* Experience of performance management
* Knowledge of Health and Safety issues
 | Application / Interview |
| Skills | * Responsive customer care skills.
* Excellent interpersonal and report-writing skills
* Ability to work within a team framework being able to motivate and develop teams
* Budget Management
* Time management/ organisational skills
* Be able to prioritise work and meet deadlines
* Display work
* Strong ICT skills
 | * Presentation Skills.
* Ability to plan, co-ordinate and organise events and activities
 | Application / Interview |
| Specific behaviours relevant to the post | * Demonstrate the Council’s Behaviours which underpin the Culture Statement.
 |  | Application / Interview |
| Other requirements | * Dynamic, flexible and adaptable
* Receptive and responsive to change
* Team Focused
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**Person Specification dated Feb 2019**

**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.