

Northumberland County Council
JOB DESCRIPTION

Post Title: Librarian Learning and Skills	Director/Service/Sector: Transformation: Customer and Cultural Services/Libraries and Front Office		Office Use
Band: 5	Workplace:		JE ref: 2744
Responsible to: Senior Librarian Learning and Skills	Date:	Manager Level: TBC	HRMS ref:
Job Purpose: <ol style="list-style-type: none"> 1. To deliver public and outreach library services for learning and skills across all areas of the county so that high quality customer focussed services are provided at a cost that the Council can afford and Northumberland's statutory responsibility for 'comprehensive and effective' library services with respect to learning and skills is met. This includes ensuring that resources and delivery is at the point of need. 2. To implement strategies, plans, projects and initiatives, making decisions to ensure that objectives are achieved in your area of responsibility. This includes influencing a wide variation of stakeholders including adult education providers and further education colleges. 3. To support partnership networks and implement service level agreements across the functions you are responsible for, ensuring that financial and performance targets, objectives and outcomes are met and value for money and customer focus is achieved. 4. To effectively work with other professional, supervisory and support staff in the delivery of service objectives relating to your area of responsibility across public and outreach library services throughout the county. 5. To liaise with and support the Prison librarian and team in the delivery of library service provision at HMP Northumberland. 6. To ensure that the functions and programmes of activity relating to your areas of responsibility fully support the delivery of the wider aspirations of the Council, enhancing quality of life and delivering social and economic benefits. 			
Resources	Staff	The post holder may manage agency, interims, seasonal and sub-contractors to achieve corporate and partnership objectives. Occasional responsibility for staffing throughout the county in relation to learning and skills activities and resources across public and outreach library services as and when required.	
	Finance	Monitors revenue budgets of in the region of £100k for the functions relating to this post plus service contracts and service level agreements (SLAs) with contractors, clients and partners (in some cases these are in excess of £400k). This post contributes to the development and management of capital budgets and funding applications to support learning and development.	
	Physical	Responsible for the health and safety associated with staff and members of the public who attend activities relating to this post. Responsible for the collection, maintenance and use of corporate and performance data. Responsible for service resources including stock and equipment	
	Clients	Complies with relevant legislation, council policies and procedures including overseeing the procedures in place to manage stakeholders, volunteers, user groups, local suppliers and attractions. Develops and oversees projects and	

	services to ensure the achievement of economic and well-being impact on all services, service users, local people and visitors to Northumberland. Develop services that have an impact upon the well being of service users and partner organisations.
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Duties and key result areas:

Delivery of public and outreach library services for learning and skills across the county including the allocation, monitoring and control of spend and acquisitions, and delivering strategies for the cost-effective improvement of learning resources to support educational attainment and learning and skills development at all levels,

To support the delivery of Prison library services where appropriate in regard to their learning and skills agenda

To advocate, market and promote of learning and skills across the county's public libraries, in communities and further education establishments

To work with colleagues in the wider service team and with partners and stakeholders such as adult education and UK online to ensure service delivery is consistent and can react positively to service demand.

To deliver and monitor service specific objectives, including assisting with the development of appropriate policies, delivery strategies and data collection mechanisms.

To take an effective approach to performance management that ensures team, service and Group objectives are met taking constructive action where necessary.

To support colleagues by assisting with their personal development programmes overseeing the development of a culture that supports strong performance and continuous improvement.

Listen and respond to customer needs and market trends, aligning the service provided, through the development of new and innovative services.

Inspire effective collaboration with partners and stakeholders to achieve constructive relationships supporting the achievement of service specific objectives.

Develop robust mechanisms to deliver and monitor the effectiveness of service related strategies, policies and practices, including financial and funding related plans and targets.

Examine new models and methods of delivery, adopting innovative ideas and best practice from the public and private sector.

Participate in the corporate planning and management processes for the service.

Promote good relations with all other Groups of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of services.

Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of service provision.

Actively promote the role of the service and Council in relation to its service activities and policies at local, regional and national level as appropriate.

Ensure a safe and healthy working environment including the preparation, and review, of suitable and sufficient risk assessments.

Promote the achievement of the service equality and diversity action plan and oversee Equality Impact Assessments for your areas of work.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Involves extensive travel to work sites, area offices or training venues throughout the county or region and further afield on occasion.
Working patterns:	Includes weekends or evenings as required..

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree level or equivalent standard of general education.</p> <p>Knowledge of professional theory, practice and procedures and contemporary issues in relation to Libraries and including the national agendas for learning and skills</p> <p>Understands the functions of a large complex public sector service and its cross cutting issues and challenges.</p> <p>Knowledge of current inter / national laws, regulations, policies, procedures, trends and developments relevant to the role.</p> <p>Understands the relationship between costs, quality, customer care and corporate performance.</p> <p>Thorough understanding of relevant legislation and requirements such as corporate manslaughter, health and safety, procurement, equalities and diversity, risk management etc.</p> <p>Thorough knowledge of local and national agendas for education, learning and skills, particularly with regard to literacy.</p>	<p>Relevant professional or managerial qualification.</p> <p>Relevant management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Evidence of recent relevant management training.</p>	
Experience		
<p>A demonstrable track record of being part of high performing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.</p> <p>A successful track record of engaging effectively with others and building productive partnerships with key stakeholders.</p> <p>A track record of making a real difference to people's lives through learning and skills.</p>	<p>A track record of effective financial and resource management including income generation, successful funding applications, achieving value for money and identifying and achieving efficiency savings</p> <p>Experience of developing and managing Service Agreements in a competitive environment where success or failure can</p>	

	<p>directly affect the success or demise of the service.</p> <p>Track record of making a difference to others through learning and skills delivery</p>	
Skills and competencies		
<p>IT skills and awareness of specialist service systems</p> <p>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.</p> <p>Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.</p> <p>Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Ability to inspire creativity and innovation amongst colleagues.</p> <p>Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others.</p> <p>Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of others whilst acting as a role model for colleagues and teams.</p>	<p>Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture.</p>	
Physical, mental, emotional and environmental demands		
<p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the County Council.</p>		
Motivation		
<p>A strong customer focus, combined with a commercial, target driven approach.</p> <p>Self-aware with a clear understanding of personal development needs.</p> <p>A learning and skills focus with the ability to champion this agenda.</p>		
Other		
<p>Able to meet the transport requirements of the post</p>		