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| [Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/) | | | | JOB DESCRIPTION | | |
| **Directorate:**  **The Environment, Culture, Leisure & Events** | | | | Service Area:  Libraries & Information | | |
| **JOB TITLE: Reference & Information Services Librarian** | | | | | | |
| **GRADE: J** | | | | | | |
| **REPORTING TO: Libraries Development Officer** | | | | | | |
| **1.** | **JOB SUMMARY:** To be responsible to the Libraries Development Officer for the development and delivery of reference and information services provided through Stockton Libraries & Information Service. | | | | | |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** | | | | | |
|  | 1. | To be responsible for the selection and provision of reference and information materials for the borough, both print and digital, and also to provide support to staff with regard to the Universal Information Offer. | | | | |
|  | 2. | To be responsible for the provision of periodicals and other community information across the libraries and to manage the Local Studies Collection. | | | | |
|  | 3. | To be responsible for the effective management of all relevant budgets within the remit of the post. | | | | |
|  | 4. | To be responsible for the supervision and development of the staff within the Reference & Information Services area and to be involved in the recruitment and selection process. | | | | |
|  | 5. | To work in close co-operation with staff at all levels to raise the quality and availability of information resources. | | | | |
|  | 6. | To take a proactive role in the training and development of library staff across the borough to ensure a good knowledge of information resources. | | | | |
|  | 7. | To take a proactive approach to fostering partnerships both within the Council and with external organisations, co-operating and liaising with other providers in meeting the information needs of the general public and the wider community, including local businesses and educational establishments. | | | | |
|  | 8. | To maintain a close working relationship with the Heritage Service. | | | | |
|  | 9. | To promote all aspects of the physical and online service, publicise and deliver all events and activities and present talks to groups as appropriate. | | | | |
|  | 10 | To attend meetings, serve on working parties and represent Stockton Libraries & Information Service both regionally and nationally. | | | | |
|  | 11 | To look for innovations and improvement methods and techniques in all areas of the department’s work. | | | | |
|  | 12 | To be part of the building management team within Stockton Central Library. | | | | |
|  | 13 | To ensure as far as possible that copyright laws are adhered to by staff and members of the public. | | | | |
|  | 14 | To organise and maximise facilities for research and study within service points across the borough. | | | | |
|  | 17 | To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post. | | | | |
| **3.** | **GENERAL** | | | | | |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade of J 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. | | | | | | |
| **Council Values, Behaviour Framework, Code of Conduct -** The post holder is required to carry out the duties in accordance with Council values, behaviour framework, 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.  **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. | | | | | | |
|  | | | Name: | | Signature: | Date |
| Job Description written by: (Manager) | | | Emma Tennant | |  | 26.5.16 |
| Job Description agreed by: (Post holder) | | | ....................………… | | ....................……… | .................. |

**Job Description dated May 2021**

[Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/)

**PERSON SPECIFICATION**

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| Job Title/Grade | **Reference & Information Services Librarian** | J |
| Directorate / Service Area | **The Environment, Culture, Leisure & Events** | Libraries & Information |
| Post Ref: |  | |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications | Degree or equivalent qualification in Librarianship.  ECDL or equivalent IT qualification | Chartered Librarian | Application form |
| Experience | Substantial experience in a public library environment.  In-depth knowledge of the reference process and the associated areas of archives, local studies and family history.  Proven ability in the management and development of ICT to support the provision of access to information and learning materials.  Knowledge of current trends and local/national frameworks that formulate library working practices.  Experience of managing and developing staff.  Experience of selecting stock and evaluating resources.  Experience of working with children and young adults  Experience of delivering outreach work across all elements of the community.  Knowledge of partnership working and an ability to develop this further in the local community  Experience of service planning |  | Application / Interview |
| Skills | Responsive customer care skills.  Good interpersonal and report-writing skills.  Ability to work within a team framework being able to motivate and develop teams.  Budget monitoring.  Time management/ organisational skills.  Be able to prioritise work and meet deadlines.  Ability to plan, co-ordinate and organise events and activities  Display work  Strong IT skills | Presentation Skills. | Application / Interview |
| Specific behaviours relevant to the post | Dynamic, flexible and adaptable  Receptive and responsive to change  Team Focused  Enthusiastic and committed |  | Application / Interview |
| Other requirements |  |  |  |

**Person Specification dated May 2021**