 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Culture Leisure and Events		Service Area: Library & Information Service
JOB TITLE: Health & Wellbeing Librarian		
GRADE: J		
REPORTING TO: Libraries Development Officer		
1.	JOB SUMMARY: To be responsible to the Libraries Development Officer for the development and co-ordination of a health and inclusion core offer provided across Stockton Library Service. To manage the Mobile Services department and Public Health Information Library.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To lead, develop and deliver a health and inclusion strategy for the Library Service, as part of a wider core offer in line with local, regional and national agendas, being the link between libraries and Adult Services.
	2	To work in close co-operation with staff across the Council and Library Service in taking a proactive approach to fostering partnerships within the organisation, co-operating and liaising with other providers in meeting the health and inclusion needs of service users, stakeholders and partners e.g. Adult Services and Public Health.
	3	To be responsible for the delivery of nationally and locally funded NHS/Public Health programmes.
	4	To be responsible for the management, development and provision of guidance and advice of: <ul style="list-style-type: none"> • Home Delivery Service • Mobile Library Service • Hospital Library Service • Health initiatives/programmes within the library service across all staffing levels e.g. Mental Health groups, Books on Prescription Including staff supervision and assisting in staff recruitment.
	5	Working with responsible officers to assist in the compliance with the Disability Discrimination Act within the Library Service.
	6	To lead, motivate and train staff in the development and delivery of services relating to health, inclusion and older people.

	7	To be involved in the planning and provision of stock and resources relating to health and to ensure that materials meet the diverse needs of the community.
	8	To use the Libraries Health Core Offer to enhance the health and wellbeing of people of all ages within a diverse range of communities across the Borough.
	9	To be aware of and adhere to all council, legal and administrative policies and procedures.
	10	To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary to enable compliance with the Authorities Health and Safety rules and legislative requirements.
	11	To assist in the training and development of staff and to undertake such training as may be deemed necessary to meet the duties and responsibilities of the post.
	12	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 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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)




PERSON SPECIFICATION

Job Title/Grade	Health & Wellbeing Librarian	J
Directorate / Service Area	The Environment, Culture, Leisure and Events	Libraries and Information
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Degree or other recognised qualification in Librarianship or health related subject and is prepared to gain a relevant Library qualification on appointment ECDL or equivalent IT qualification	Appropriate NVQ Level 3 Chartered Librarian	Application form
Experience	<ul style="list-style-type: none"> • Minimum of 4 years experience in public libraries or the health sector at Supervisory Level, including management of staff. • Knowledge of current professional issues, particularly relating to health and health information needs 	<ul style="list-style-type: none"> • Knowledge of Health and Safety Issues • Publicity and promotional experience • Awareness of finance procedures • Performance monitoring experience • Recruitment/personnel procedures • Managing/chairing meetings 	Application / Interview

	<ul style="list-style-type: none"> • Knowledge of health stock and resource provision, including internet-based resources • Experience of working with people in the community who are experiencing varied health problems • Broad knowledge and experience of library information issues • Experience of budget monitoring and awareness of financial procedures • Performance monitoring experience 		
Skills	<ul style="list-style-type: none"> • Demonstrable interpersonal and communication skills. • Ability to work on own initiative, and to work within a team. • Ability to work under pressure and to show flexible approach to the job • Be able to prioritise work and meet deadlines. • Good organisational and time management skills • Ability to motivate staff • Excellent ICT skills 	<ul style="list-style-type: none"> • Presentation Skills • Report writing • Training staff • Management of change 	Application / Interview

	<ul style="list-style-type: none"> • Ability to work without discrimination to all service users and colleagues 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Mature outlook. • Outgoing • Enthusiastic • Friendly personality. • Tactful, patient and sensitive • Adaptable • Assertive • Well organised 		Application /Interview

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: The Environment, Culture, Leisure & Events	SERVICE AREA: Libraries & Information
JOB TITLE: Health & Wellbeing Librarian	
GRADE: J	
REPORTING TO: Libraries Development Officer	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail: manual handling of books and book trolleys	Yes
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: E Tennant

Date: 7.1.22