 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.

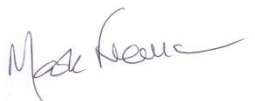
Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

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.

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

Job Description dated **26.2.19**

PERSON SPECIFICATION


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

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Recognised degree (or equivalent) in librarianship/information management or directly relevant discipline or significant substantial library experience ECDL or equivalent IT qualification 	<ul style="list-style-type: none"> Chartered Librarian 	Application form
Experience	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Use of ICT to promote libraries and information services. Experience of performance management Knowledge of Health and Safety issues 	Application / Interview

	<ul style="list-style-type: none"> • Experience of supervising ICT and Library Management Systems. • Experience of partnership working • Experience of service planning. • Cataloguing/Classification 		
Skills	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Presentation Skills. • Ability to plan, co-ordinate and organise events and activities 	
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"> • Dynamic, flexible and adaptable • Receptive and responsive to change • Team Focused 		

Person Specification dated

Feb 2019

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment & Culture	SERVICE AREA: Libraries
JOB TITLE: Digital Services Librarian	
GRADE: K	
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 – manual handling, lifting of boxes of books	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: Emma Tennant

Date: 17.6.22