 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Culture, Leisure and Events		Service Area: Library and Information Services
JOB TITLE: Senior Library and Information Assistant		
GRADE: F		
REPORTING TO: Branch Librarian		
1.	JOB SUMMARY: To assist the Librarian in the provision of an effective and efficient Library Services, supporting the delivery of a wide range of agendas, which place the library service at the heart of our communities. To devise and deliver outreach activities, promoting the Library service wherever possible. To work as required in any library service point or Library Service area	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To supervise and coordinate the day to day work of Library Staff, as appropriate, ensuring that daily routines are correctly performed, effectively and efficiently within timescales.
	2.	To act for the Librarian in their absence.
	3.	To undertake tasks as required by the Librarian to ensure the smooth running of the site e.g. statistical, administrative and outreach work.
	4.	To be responsible for the security and supervision of the library service point in the absence of the Librarian, including the opening and closing.
	5.	To assist the Librarian with maintenance issues including reporting concerns to the Librarian/Facility Manager.
	6	To have knowledge of the key agendas that the library service is working towards - participating in service delivery changes/ events that are part of these agendas, e.g. Health, Reading and Information.
	7	To engage with users about books and literature, dealing with enquiries and offer suggestions when required.
	8	To organise and deliver specific events organised by the Library Service and partners promoting the Library service to communities across the prison, e.g. class visits, reading groups and health sessions.
	9	To offer information using a variety of resources available, assisting with research such as sentencing/prison law when required.
	10	To have knowledge of ICT, utilising this to deal with enquiries and deliver short IT courses to the users of the service
	11	To undertake a range of duties associated with the delivery of the library service e.g. issuing/receipting of stock, undertaking repairs, enrolling new members, dealing with enquiries, tidying library areas, enquiries.
	12	To deal with complaints/commendations seeking advice from a senior staff member when necessary, adhering to the corporate system.
	13	To work within agreed quality and innovation standards.

	14	To continually look for innovation in working methods and to co-operate in any changes to improve the Library Service.
	15	To undertake any training that is deemed necessary to meet the duties and responsibilities of the post via internal/external providers, e.g. personal protection, security awareness, Health agenda, Supervisory Training.
	16	To participate in the training of new staff and work placements.
	17	To facilitate excellent channels of communication between library staff and between the library and partner organisations.
	18	To foster good public relations, to give talks when required and to actively assist in the promotion of the Library Service.
	19	To keep updated the performances figures and provide information in relation to such figures when requested by the Library Management Team.
	20	<p><u>Branch Libraries</u></p> <ul style="list-style-type: none"> • To assist with the selection of stock by identifying stock gaps, encouraging customer suggestions and feeding this into the stock selection process. • To be involved in the planning and delivery of events within your service point and the wider community.
	21	<p><u>Prison Libraries</u></p> <ul style="list-style-type: none"> • To supervise the work of the prisoner assistants and assist in their training. • To liaise with Prisoner senior managers as required. • To assist as required with the library induction of prisoners, education staff and prison staff. • To comply with the safety and security procedures within the prison. • To assist with the selection of stock by identifying stock gaps, encouraging customer suggestions and feeding this into the stock selection process. • To be involved in the planning and delivery of events within your service point and the wider community.
	22	<p><u>Mobile Library and Home Delivery Service</u></p> <ul style="list-style-type: none"> • To undertake home assessment visits to potential service users as required. • To be involved in the selection of stock, taking into account the reading, format and information needs of the users of the service in order to provide suitable material on a regular basis. • To work with the Driver Assistants to pre-select reading materials/items for all routes. • To cover the duties of the Driver Assistants due to sickness or leave. • To be responsible for the deployment of the Mobile Service vehicles on a day-to-day basis and meeting their servicing schedules. • To review, in conjunction with the Librarian, the scheduling for the vehicle on a regular basis, adding new service points where required. To be responsible for the communication of any routes to the public/libraries and other council departments in Stockton.
	23	<p><u>Reference and Information Service</u></p> <ul style="list-style-type: none"> • To develop the local history collection. • To work alongside other departments/communities developing partnerships appertaining to local and family history. • To be involved in the selection and promotion of Reference, Local and Family History resources in a variety of format e.g. Ancestry.com, Credo. • To use a variety of resources, including ICT and Microfiche Readers, to assist in reference, family and local history research.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade 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.

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)


Job Description dated 2018



PERSON SPECIFICATION

Job Title/Grade	Senior Library and Information Assistant	
Directorate / Service Area	Culture, Leisure and Events	Library and Information Services
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	4 GCSEs Grades A-C or equivalent, including Maths and English ECDL or equivalent ICT qualification	Appropriate NVQ 3 Full clean driving licence	Application form
Experience	Previous library work or substantial experience of working with the public Staff supervisory experience Knowledge of books and different book formats	Knowledge of specific resources relating to reference, family and local history Experience of outreach activities relevant to a range of customer groups Awareness of health and wellbeing issues relevant to the library service	Application / Interview
Knowledge & Skills	Ability to work on own initiative and as part of a team Keyboard/Computer Skills Ability to create and deliver activities to a range of people from diverse backgrounds Research Skills Ability to motivate self and others to achieve set aims	Awareness of Health and safety issues Promotional Skills Involvement in Community activity.	
Specific behaviours relevant to the post	Demonstrate the Council's Behaviors which underpin the Culture Statement.		Application / Interview
Other requirements	Excellent interpersonal skills Ability to relate to a diverse range of people Outgoing/friendly Flexible and adaptable Methodical and organised Non judgemental Responsive to change		

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA:
JOB TITLE: Senior Library and Information Assistant : Prisons	
GRADE: F	
REPORTING TO: Librarian	

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 - lifting boxes, moving furniture, bending, lifting, stretching Managing difficult behaviours
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: Deb McDonagh

Date: 17.6.22