



SOUTH LANARKSHIRE
Leisure & Culture

Libraries Co-ordinator Job Profile

Service: Business Development	Grade Scale: Grade 3 Level 4
Reports to: Communities and Education Manager	

Purpose of Job
Develop library service focusing on engaging and connecting the South Lanarkshire community in learning and wellbeing.

Key tasks and responsibilities
<ul style="list-style-type: none"> Contribute to planning, development and implementation of library services; service-wide initiatives and projects Ensure implementation of Council strategies and policies within designated area of responsibility. Participate and contribute to key strategic work groups. Plan, implement, market and evaluate learning opportunities within all South Lanarkshire Libraries' Active IT Centres. Liaise with other departments, external agencies and other organisations to promote and deliver Lifelong Learning.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	Degree qualified or equivalent.	Professional qualification (Libraries)
Skills, knowledge, experience	Managing people, teams through change. Managing partnerships and funding bids.	Experience in Tech, AI and Transformational projects. Wider cultural knowledge in working with communities.
Personal Qualities	Excellent communication and collaboration skills	
Other		

Safer Recruitment Checks
As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.
<ul style="list-style-type: none"> Asylum and Immigration right to work in the UK

<ul style="list-style-type: none"> • Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.
<ul style="list-style-type: none"> • Candidate Disclosure Check, where applicable

<p>Behaviour Framework</p>
<p>The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:</p>
<p>Own It – what can you do</p>
<ul style="list-style-type: none"> • Are motivated to deliver the best possible services. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad.
<p>Be a great team - what can you do</p>
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.
<p>Do the right thing – what can you do</p>
<ul style="list-style-type: none"> • Display a positive attitude. • Are enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.
<p>Be Positive - what you can do</p>
<ul style="list-style-type: none"> • Are punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter.

- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.