



SOUTH LANARKSHIRE  
Leisure & Culture

## Libraries Coordinator Job Profile

<b>Service:</b> Operations	<b>Grade Scale:</b> Grade 3 Level 8
<b>Reports to:</b> Head of Operations	

### Purpose of Job

The post holder will be responsible for the operational delivery of library service focusing on engaging and connecting the South Lanarkshire community.

### Key tasks and responsibilities

Represent Library Services on a range of external and internal projects/partnerships, representing South Lanarkshire Leisure and Culture at national meetings.

Prepare reports, procedures and guidelines in line with agreed policies, liaising with colleagues and other resources as appropriate. Present to libraries and Community Learning and Management Team as required

Manage the planning, co-ordination and delivery of library services in a designated area (libraries grouped into areas of between 5 and 8 libraries). Ensure the service delivery complies with appropriate legislation.

Monitor and control budgets associated with areas of responsibility, including managing expenditure from library budgets allocated to a specific area (c£150,000)

Represent Library Services on a range of external and internal projects/partnerships. Collaborate with Libraries and Community Learning staff on specific work/projects to celebrate national and local events. Take a lead role to manage and develop one of four service-wide functional responsibilities.

Manage and deploy library employees incorporating support and supervision, develop and deliver staff training and development as appropriate.

Oversee ICT specifications to required standards and in line with relevant procedures. Collaborate with other services to ensure IT support across libraries, ensuring adequate email services for staff and public.

<b>Person Specification</b>		
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Qualification and Training</b>	Professional Libraries qualification	
<b>Skills, knowledge, experience</b>	Managing people and teams through change  Managing partnerships and funding bids  Professional and customer focussed approach	Experience in Tech, AI and Transformational projects  Wider cultural knowledge in working with communities  Willingness to develop own and others' skills and knowledge
<b>Personal Qualities</b>	Excellent communication and collaboration skills  Professional and customer focussed approach  Enthusiastic motivated and resourceful  Confident and presents a professional image at all times	
<b>Other</b>	Committed to continuous improvement  Evidence of continued personal development  Ability to recognise and maintain confidentiality	

<b>Safer Recruitment Checks</b>
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"> <li>• Asylum and Immigration right to work in the UK</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Candidate Disclosure Check, where applicable</li> </ul>

## Behaviour Framework

South Lanarkshire Leisure and Culture Behaviour Framework is a set of core behaviours that define how employees approach work to enable them the delivery of key tasks for the role.

### Own It- What can you do

- Give your team direction and clear objectives to achieve.
- Manage your team coaching and supporting as necessary.
- Motivate your team to deliver the best service possible.
- You conduct appraisals and ensure learning opportunities are in place for all staff.
- Take ownership of decisions and consider the wider implications for the team and the organisation.
- Ensure that responsibility and accountability is in place for your team and each team members knows their role.

### Be a great team- What can you do

- Promotes a positive team environment with good morale.
- Works with other teams and colleagues internally and externally, developing relationships and sharing knowledge, ideas, and expertise to achieve outcomes.
- Provides objective and constructive advice and support if tensions arise.
- Shares knowledge with internal and external colleagues to achieve common objectives.
- Gives praise and recognition for good work.
- Uses professional identity and expert knowledge to work across disciplines breaking down professional barriers to improve outcomes for individuals and communities.
- Encourages colleagues to consider different perspectives in their work.
- Adapts communication to encourage desired behaviour.

### Do the right thing- What can you do

- Understands what needs to be achieved and ensures that this is communicated to team members.
- Expresses positive expectations of others to support their development.
- Recognises individual and team achievements thanking and praising others.
- Maintains a positive approach and motivate team when things go wrong, or demands are high.
- You identify talent and provide opportunities for those individuals who wish to progress or learn new skills.
- Takes responsibility for personal and team development needs taking account of learning styles and available learning/training methods of delivery.
- Uses professional judgement/expert knowledge to make informed decisions.

### Be positive- What can you do

- Promote and drive continuous improvement by asking 'How could we do this better?'
- Work with customers in tailoring services to meet their expectations.
- Focus on developing customer care standards across the organisation.
- Put the customer first in all that you do.
- Develop your team to deliver a high-quality service and give constructive feedback as necessary.
- Take responsibility for team performance and pride in successful outcomes.