

## Community Librarian Job Profile

<b>Service:</b> Museums, Libraries, Outdoor, Country Parks, Outdoor Resource Base	<b>Grade Scale:</b> Grade 2 Level 4
<b>Reports to:</b> Library Co-ordinator	

Purpose of Job
To ensure the provision of quality library services within designated community libraries in accordance with policies and service plans.

Key tasks and responsibilities
<ul style="list-style-type: none"> <li>To manage day to day delivery of library services within designated community libraries in accordance with Council policies and service plans.</li> </ul>
<ul style="list-style-type: none"> <li>Manage, support and develop specific teams of employees within designated community libraries.</li> </ul>
<ul style="list-style-type: none"> <li>Deliver library initiatives to support learning, reading and literacy development in designated communities</li> </ul>
<ul style="list-style-type: none"> <li>Develop and monitor stock management profiles relating to designated community libraries.</li> </ul>
<ul style="list-style-type: none"> <li>Promote Active IT learning centres within designated communities and provide assistance to users.</li> </ul>

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, Qualification and Training</b>	Professional Libraries Qualification or working towards MCLIP qualification with relevant public library experience.	
<b>Skills, knowledge, experience</b>	Experience in public library management, staff supervision, reader development, and public engagement.	Skills in partnership building and community outreach
<b>Personal Qualities</b>	Customer-focused and culturally aware.  Excellent communication and ICT skills.  Enthusiastic motivated and resourceful  Proactive, flexible, and collaborative, with experience in stock and resource management.  Ability to plan and deliver projects effectively.	
<b>Other</b>	Ability to multi-task and support other where needed.	Knowledge of AI

## Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be from present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

## Behaviour Framework

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:

### Own It – what can you do

- Are motivated to deliver the best possible services possible.
- 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.

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

- 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 others 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.

### Do the right thing – what can you do

- 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.

### Be Positive - what you can do

- 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.