



Development Co-ordinator Job Profile

Service: Business Development	Grade Scale: Grade 3 Level 4
Reports to: Community 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"> Liaise with Libraries and Community Learning Co-ordinators to prepare and implement joint area development plans.
<ul style="list-style-type: none"> Represent Library Services on a range of external and internal projects/partnerships.
<ul style="list-style-type: none"> Take a lead role to manage and develop four service-wide functional responsibilities (including children's, adult and digital).
<ul style="list-style-type: none"> Take a lead role on Capital, Quality Management or Performance reporting projects liaising with project managers from resources as appropriate.
<ul style="list-style-type: none"> Manage a team of development officers across Libraries, Arts and Museums.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	<ul style="list-style-type: none"> Degree qualified or equivalent 	<ul style="list-style-type: none"> Professional qualification (Libraries)
Skills, knowledge, experience	<ul style="list-style-type: none"> Managing people and teams through change Managing partnerships and funding bids Performance management skills in analysing and presenting KPIs, reports and Theories of change. 	<ul style="list-style-type: none"> Experience in Tech, AI and Transformational projects Wider cultural knowledge in working with communities

Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and collaboration skills • 'Our Values' based approach. • Flexible and adaptable • Energy and commitment to delivering inclusive services. 	
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 	

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	
<ul style="list-style-type: none"> • 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
- Provide objective and constructive advice and support if tensions arise
- Shares knowledge with internal and external colleagues to achieve common objectives
- Giving praise and recognition for good work
- Use 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
- Recognise individual and team achievements thanking and praising others
- Maintain 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