



SOUTH LANARKSHIRE
Leisure & Culture

Assistant Librarian Job Profile

Service: Operations and Estates	Grade Scale: Grade 2 Level 3
Reports to: Community Librarian	

Purpose of Job

To manage, develop and promote library information services in line with SLLC business plan, library service plans and library customer care standards.

Key tasks and responsibilities

- Research, develop and deliver a range of information services to meet customer needs.
- Develop a programme of activities for adults and children which encourages access to and use of heritage and digital collections.
- Prepare marketing material to publicise programme, including SLLC social media platforms.
- Research, review and promote digital information sources.
- Supervise and develop volunteers to provide support to Information Services team and improve access to digital and local history resources.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	<ul style="list-style-type: none">• Degree in Librarianship, Information Management, or another related discipline.	<ul style="list-style-type: none">• Relevant qualification, experience, or training in a library, information, or heritage environment.
Skills, knowledge, experience	<ul style="list-style-type: none">• Experience of delivering information or library services to a wide range of users.• Knowledge of digital information resources, online databases, and eResources.• Experience of developing or supporting outreach activities or events.• Ability to research, catalogue, and promote local studies or heritage materials.• Excellent communication skills, both written and verbal, with ability to engage confidently with diverse audiences.• Experience preparing promotional or marketing content (including social media).	<ul style="list-style-type: none">• Experience of working in a public library setting.• Knowledge of current issues and trends in libraries, digital inclusion, and heritage engagement.• Experience of developing partnerships with community groups, schools, or local organisations.• Experience of delivering training to staff, volunteers, or customers.• Experience of managing small projects or

	<ul style="list-style-type: none"> • Ability to work in multiple locations and adapt to different service environments. 	<ul style="list-style-type: none"> • contributing to service development.
Personal Qualities	<ul style="list-style-type: none"> • Customer focused, approachable, and able to build positive relationships. • Self-motivated, well organised, and able to manage competing priorities. • Creative and enthusiastic about promoting library and information services. • Able to work effectively both independently and as part of a team. • Flexible, adaptable, and open to new ideas and ways of working. • Strong problem-solving skills and initiative. 	<ul style="list-style-type: none"> • Confidence in public speaking or presenting. • Ability to inspire interest in local history and digital resources.
Other	<ul style="list-style-type: none"> • Ability to travel between locations across the service area. 	<ul style="list-style-type: none"> • Knowledge of the local area.

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 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

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 service.
- 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 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.

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.