SOUTH LANARKSHIRE
Leisure & Culture

Community Librarian
Job Profile

Service: Operations and Estates	**Grade Scale:** Grade 2 Level 4
Reports to: Library Co-ordinator	

Purpose of Job
To ensure the delivery of high-quality library services within designated community libraries, in line with organisational policies and service plans, and to contribute to the continuous improvement of library services.

Key tasks and responsibilities
• To manage day to day delivery of library services within designated community libraries in accordance with SLLC policies and service plans.
• Manage, support and develop specific teams of employees within designated community libraries.
• Deliver library initiatives to support learning, reading and literacy development in designated communities
• Develop and monitor stock management profiles relating to designated community libraries.
• Promote Active IT learning centres within designated communities and provide assistance to users.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	Degree or postgraduate qualification in Library and Information Studies or a related discipline, or equivalent professional recognition through CILIP Chartership (MCLIP).	
Skills, knowledge, experience	Proven experience in public library service delivery, staff supervision, reader development and community engagement. Experience of partnership working, stock management and project delivery. Ability to collect, analyse and report on performance statistics.	Experience of managing library services across multiple locations. Knowledge of health and safety requirements within a public library environment.
Personal Qualities	Customer-focused, with excellent communication, organisational and leadership skills. Proactive, flexible and collaborative, with the ability to manage competing priorities.	Confidence in public speaking and delivering presentations.
Other	Ability to travel between library locations as required.	Knowledge of current developments and priorities within Scottish public libraries.

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 your 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 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 respectively 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.