 **Job Profile**

June 2021

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| **1. JOB IDENTITY** |
| **Post Title:** Support Librarian (Development, Training and Operations) |  | **Service:** Education & Children’s Services  |  |
| **Section:** Libraries |  | **Grade:** Practitioner K  |  |
| **Reports to:**  | Library Development Co-ordinator |

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| **2. JOB PURPOSE** |
| To meet lifelong learning and cultural needs of communities, young people and families in Aberdeenshire through the provision of library servicesThere is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation |

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| **3. CORE RESPONSIBILITIES / DUTIES** |
| * Lead on library initiatives by promoting and evaluation library events to deliver local and national initiatives in partnership with Area Librarian
* Prepare a development plan to support the service and the Live Life Aberdeenshire Business Action Plan
* Create and review policies with particular emphasis on information and digital literacy, with lifelong learning programmes developed across the service
* Responsible for maintaining and upskilling staff with particular emphasis on digital literacy and new initiatives and product ranges
* Contribute to the multi-disciplinary work of the community and school networks and undertake a partnership role with other agencies to develop an integrated service within the Library Service
* Manage relevant resources ensuring coverage across Aberdeenshire
* Manage and develop the Home Delivery and Sheltered Housing Service within Aberdeenshire
* Manage and develop innovative services to increase service provision from Library Headquarters
* Support library users and promote the library service within the community through advocacy and marketing
* Responsible for the recruitment, line management of library staff and volunteers, and responsible for mentoring staff offering regular support and advice
* Manage and account for allocated budget and prepare bids for additional funding, as required
* Regularly audit service delivery and resources through analysis and interpretation of centrally produced performance measures
* Develop and deliver library and information literacy programmes to identified standards both physically and virtually working with the cultural engagement manager
* Responsible for developing digital literacy programmes across Aberdeenshire
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| **4. QUALIFICATIONS AND TRAINING** |
| **Essential:**  | * Academic achievement to degree level within the Library andInformation field or relevant subject
* Chartered Librarian or commitment to gain Chartership within 12 months
* Evidence of continuing professional development
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| **Desirable:**  | * Postgraduate qualification
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| **5. EXPERIENCE** |
| **Essential:** | * Experience of automated systems and how these can be used to streamline working processes
* Experience of promoting Information Literacy
* Considerable Library experience
* Experience of working as part of a team
* Experience of working to and delivering on agreed initiatives
* Experience of managing staff
* Experience of managing a budget and preparing bids
* Experience of working with older adults
* Awareness of programme development
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| **Desirable:** | * Experience of working within a local authority or trust setting
* Experience of working within a heritage environment
* Experience of programme development within a rural environment
* Experience of marketing events and products
* Experience of working with a variety of suppliers
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| **6. KNOWLEDGE AND SKILLS** |
| **Essential:**  | * Excellent interpersonal skills with the ability to communicate with a wide audience
* Good oral and written communications
* Excellent organisational skills and ability to prioritise workload
* Excellent customer service
* Knowledge of reading levels and the ability to support users with different abilities
* Ability to travel throughout Aberdeenshire
* An understanding of outcomes and measuring impact
* Self motivated and solution focussed
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| **Desirable:** | * Ability to understand and apply performance management measures
* An awareness of the cultural impact of libraries
* Ability to assist in the development of cultural programmes in partnership with other agencies
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| **7. ADDITIONAL REQUIREMENTS**  |
| Driving Compliance | Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post.  As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee’s driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee’s appointment. |
| Politically Restricted | Not applicable |