



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or, alternatively telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Senior Library & Information Assistant - Prison Library

Vacancy ID: 010352

Salary: £9,777.00 - £9,972.50 Annually

Closing Date: 25/08/2019

Benefits & Grade

Grade F

Contract Details

Permanent

Contract Hours

18.5 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton Libraries & Information Service is passionate about providing access to quality books, information, IT, events and activities to residents across the borough.

We currently have a vacancy for a Senior Library & Information Assistant, based at HMP Holme House. We are looking for somebody who has a positive attitude and a commitment to delivering a quality service to join the team.

You will need to be enthusiastic, reliable and flexible with good communication skills as you will work with adult male prisoners of various ages and from a range of backgrounds working alongside staff from the prison & partner organisations. Previous library experience, or working with the public, would be advantageous, as would an interest in reading and a knowledge of books.

Your primary role will be to help the Librarian in the day-to-day running of the library; issuing, receipting and processing stock, delivering outreach activities and dealing with borrower's enquiries.

IT skills are essential as you will use our Library Management System, for which training will be given. You are required to have 4 GCSE qualifications including English and Mathematics at grade A-C or equivalent, ECDL or equivalent ICT qualification


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Debbie McDonagh, Community Libraries Officer, on 01642 528484.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

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|  Stockton-on-Tees BOROUGH COUNCIL | | JOB DESCRIPTION | |
| Directorate: Culture, Leisure and Events | | Service Area: Library and Information Services | |
| JOB TITLE: Senior Library and Information Assistant | | | |
| GRADE: F | | | |
| REPORTING TO: Branch Librarian | | | |
| 1. | JOB SUMMARY: To assist the Librarian in the provision of an effective and efficient Library Services, supporting the delivery of a wide range of agendas, which place the library service at the heart of our communities. To devise and deliver outreach activities, promoting the Library service wherever possible. To work as required in any library service point or Library Service area | | |
| 2. | MAIN RESPONSIBILITIES AND REQUIREMENTS | | |
| | 1 | To supervise and coordinate the day to day work of Library Staff, as appropriate, ensuring that daily routines are correctly performed, effectively and efficiently within timescales. | |
| | 2 | To act for the Librarian in their absence. | |
| | 3 | To undertake tasks as required by the Librarian to ensure the smooth running of the site e.g. statistical, administrative and outreach work. | |
| | 4 | To be responsible for the security and supervision of the library service point in the absence of the Librarian, including the opening and closing. | |
| | 5 | To assist the Librarian with maintenance issues including reporting concerns to the Librarian/Facility Manager. | |
| | 6 | To have knowledge of the key agendas that the library service is working towards - participating in service delivery changes/ events that are part of these agendas, e.g. Health, Reading and Information. | |
| | 7 | To engage with users about books and literature, dealing with enquiries and offer suggestions when required. | |
| | 8 | To organise and deliver specific events organised by the Library Service and partners promoting the Library service to communities across the prison, e.g. class visits, reading groups and health sessions. | |
| | 9 | To offer information using a variety of resources available, assisting with research such as sentencing/prison law when required. | |
| | 10 | To have knowledge of ICT, utilising this to deal with enquiries and deliver short IT courses to the users of the service | |
| | 11 | To undertake a range of duties associated with the delivery of the library service e.g. issuing/receipting of stock, undertaking repairs, enrolling new members, dealing with enquiries, tidying library areas, enquiries. | |

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| | 12 | To deal with complaints/commendations seeking advice from a senior staff member when necessary, adhering to the corporate system. |
| | 13 | To work within agreed quality and innovation standards. |
| | 14 | To continually look for innovation in working methods and to co-operate in any changes to improve the Library Service. |
| | 15 | To undertake any training that is deemed necessary to meet the duties and responsibilities of the post via internal/external providers, e.g. personal protection, security awareness, Health agenda, Supervisory Training. |
| | 16 | To participate in the training of new staff and work placements. |
| | 17 | To facilitate excellent channels of communication between library staff and between the library and partner organisations. |
| | 18 | To foster good public relations, to give talks when required and to actively assist in the promotion of the Library Service. |
| | 19 | To keep updated the performances figures and provide information in relation to such figures when requested by the Library Management Team. |
| | 20 | <u>Branch Libraries</u> <ul style="list-style-type: none"> To assist with the selection of stock by identifying stock gaps, encouraging customer suggestions and feeding this into the stock selection process. To be involved in the planning and delivery of events within your service point and the wider community. |
| | 21 | <u>Prison Libraries</u> <ul style="list-style-type: none"> To supervise the work of the prisoner assistants and assist in their training. To liaise with Prisoner senior managers as required. To assist as required with the library induction of prisoners, education staff and prison staff. To comply with the safety and security procedures within the prison. To assist with the selection of stock by identifying stock gaps, encouraging customer suggestions and feeding this into the stock selection process. To be involved in the planning and delivery of events within your service point and the wider community. |
| | 22 | <u>Mobile Library and Home Delivery Service</u> <ul style="list-style-type: none"> To undertake home assessment visits to potential service users as required. To be involved in the selection of stock, taking into account the reading, format and information needs of the users of the service in order to provide suitable material on a regular basis. To work with the Driver Assistants to pre-select reading materials/items for all routes. To cover the duties of the Driver Assistants due to sickness or leave. To be responsible for the deployment of the Mobile Service vehicles on a day-to-day basis and meeting their servicing schedules. To review, in conjunction with the Librarian, the scheduling for the vehicle on a regular basis, adding new service points where required. To be responsible for the communication of any routes to the public/libraries and other council departments in Stockton. |

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| | 23 | <p><u>Reference and Information Service</u></p> <ul style="list-style-type: none"> • To develop the local history collection. • To work alongside other departments/communities developing partnerships appertaining to local and family history. • To be involved in the selection and promotion of Reference, Local and Family History resources in a variety of format e.g. Ancestry.com, Credo. • To use a variety of resources, including ICT and Microfiche Readers, to assist in reference, family and local history research. |
| <p>3. GENERAL</p> <p>Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p> | | |

Job Description dated 2018



PERSON SPECIFICATION

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| Job Title/Grade | Senior Library and Information Assistant | F |
| Directorate / Service Area | Culture, Leisure and Events | Library and Information Services |
| Post Ref: | 32269 | |

| | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|--------------------|---|---|----------------------------|
| Qualifications | 4 GCSEs Grades A-C or equivalent, including Maths and English ECDL or equivalent ICT qualification | Appropriate NVQ 3 Full clean driving licence | Application form |
| Experience | Previous library work or substantial experience of working with the public Staff supervisory experience Knowledge of books and different book formats | Knowledge of specific resources relating to reference, family and local history Experience of outreach activities relevant to a range of customer groups Awareness of health and wellbeing issues relevant to the library service | Application / Interview |
| Knowledge & Skills | Ability to work on own initiative and as part of a team Keyboard/Computer Skills Ability to create and deliver activities to a range of people from diverse backgrounds Research Skills Ability to motivate self and others to achieve set aims | Awareness of Health and safety issues Promotional Skills Involvement in Community activity. | |

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| Specific behaviours relevant to the post | Demonstrate the Council's Behaviours which underpin the Culture Statement. | | Application / Interview |
| Other requirements | Excellent interpersonal skills Ability to relate to a diverse range of people Outgoing/friendly Flexible and adaptable Methodical and organised Non judgemental Responsive to change | | |

Person Specification dated 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.