

## 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](mailto: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 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.

## **Reading Resources Librarian**

**Vacancy ID: 010355**

Salary: £15,253.50 - £16,439.00 Annually

Closing Date: 01/09/2019

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

18.5 hours per week, Job share

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Are you the dynamic, innovative and self-motivated Reading Resources Librarian we are seeking to join our successful, forward thinking team at Stockton Libraries & Information Service? Do you have the drive to help us to take our service forward to meet the challenges of the 21st century?

Working in a high achieving and customer focussed service you will need to be able to deliver a range of stock and reader-centred services to meet the changing demands of the public, ensuring optimum performance of library resources, developing our Stock Management and Reader Development Policies and encouraging borough-wide participation in local, regional and national reader development initiatives. This will include taking a role in the organisation and delivery of Crossing the Tees Book Festival, as well as other key events throughout the year.

This post is working opposite another member of staff in the same role.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://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 Emma Tennant, Libraries Development Officer, on 01642 526520 or 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](mailto: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.



<b>Directorate:</b>		<b>Service Area:</b>	
Culture Leisure and Events		Libraries and Heritage	
<b>JOB TITLE: Reading Resources Librarian</b>			
<b>GRADE: K</b>			
<b>REPORTING TO: Libraries Development Officer</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>		
	To be responsible for stock management and stock performance across the Library network, working closely with the Digital Services Librarian to ensure a cost-effective and seamless stock selection and acquisition process.		
	To lead on the reader development programme for the Borough.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	To be responsible for the management and promotion of library stock, working with the Stock Management Team and Branch Librarians, and developing plans for the provision of stock promotion and events in all libraries.	
	2	To lead the Stock Management Team and work closely with stock selection teams and the Digital Services Librarian in relation to the selection, acquisition and disposal of books and other materials and to co-ordinate stock circulation throughout the Service, ensuring that the book stock is relevant and balanced.	
	3	Develop, implement and monitor the Stock Management Policy and Reader Development Policy, and to continuously look for innovation in methods and techniques to improve levels of service.	
	4	Manage, control and monitor the expenditure of the book fund, formulating a spending plan for the year in line with priorities, relevant stock criteria, audit data and stock performance indicators, and ensuring that all monies are committed by the end of December each year.	
	5	Manage, control and monitor budgets relating to Reader Development.	
	6	To ensure that the stock audit and ensuing agreed action plans are carried out throughout the Borough to the agreed timetable, working with the Community Libraries Officer, Library Systems Support Assistant and Branch Librarians.	
	7	To develop and implement a programme of reader development for the Borough, working closely with, Health & Wellbeing Librarian, Children & Young Person's Librarian, Branch Librarians and Library staff.	
	8	Extend a programme of reading groups across all libraries, working with other officers where required	
	9	To lead, motivate and train staff in reader development.	
	10	Be responsible for performance management in relation to stock and reader development.	

11	Develop partnerships locally and regionally in relation to stock and reader development, encouraging borough-wide participation in local, regional and national reader development initiatives and events.
12	Represent the Library Service at strategic meetings, both internally and externally, at the behest of the Libraries & Information Manager and Libraries Development Officer.
13	Ensure that all stock and reader development work takes into account the needs of people of all ages, including minority groups, early years and disadvantaged individuals.
14	Explore and exploit opportunities for generating external funding to ensure continued development of reading in the Borough.
15	To be aware of and adhere to all Council financial, legal and administrative policies and procedures.
16	To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary to enable compliance with the Authorities Health and Safety rules and legislative requirements.
17	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
18	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of K using the NJC Job Evaluation scheme as adopted by Stockton Council.

**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.

**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.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**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.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**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.

**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.

## PERSON SPECIFICATION

Job Title/Grade	<b>Reading Resources Librarian</b>	<b>K</b>
Directorate / Service Area	<b>Culture, Leisure and Events</b>	<b>Libraries and Information</b>
Post Ref:	<b>10866</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Recognised degree (or equivalent) in librarianship/information management or directly relevant discipline or significant substantial library experience</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered Librarian</li> <li>• ECDL or equivalent IT qualification</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Substantial experience in a public library environment.</li> <li>• Management of budgets.</li> <li>• Knowledge of current trends and local/national frameworks and working practices relating to Stock and Reader Development.</li> <li>• Experience of managing and developing staff.</li> <li>• Experience of selecting stock and evaluating resources.</li> <li>• Experience of partnership working</li> <li>• Experience of service planning.</li> <li>• Experience of managing/chairing meetings</li> <li>• Extensive book knowledge, including different formats</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of reader development activities.</li> <li>• Use of ICT to promote reader development.</li> <li>• Experience of performance management</li> <li>• Knowledge of Health and Safety issues</li> </ul>	Application / Interview

<p>Skills</p>	<ul style="list-style-type: none"> <li>• Responsive customer care skills.</li> <li>• Excellent interpersonal and report-writing skills.</li> <li>• Ability to work within a team framework being able to motivate and develop teams.</li> <li>• Budget Management.</li> <li>• Time management/ organisational skills.</li> <li>• Be able to prioritise work and meet deadlines.</li> <li>• Ability to plan, co-ordinate and organise events and activities</li> <li>• Display work</li> <li>• Strong IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation Skills.</li> </ul>	<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> </ul>		<p>Application / Interview</p>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Dynamic, flexible and adaptable</li> <li>• Receptive and responsive to change</li> <li>• Team Focused</li> <li>• Enthusiastic and committed</li> </ul>		<p>Application / Interview</p>

## **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.