



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 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.

Health and Well Being Librarian

Vacancy ID: 010354

Salary: £13,499.50 - £14,818.00 Annually

Closing Date: 01/09/2019

Benefits & Grade

Grade J

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

Stockton Libraries & Information Service are seeking an experienced and self-motivated Health & Wellbeing Librarian to join our forward thinking team.

You will be responsible for the health and inclusion offer for the library service, which includes the development of wellbeing activity across the library network relating to the Libraries Connected Universal Offers and Public Health campaigns. You will manage the team responsible for delivering the Mobile Library and Home Delivery Service, Public Health Information Library and the library offer at North Tees Hospital.

This post is working opposite another member of staff in the same role. Together you will be required to deliver staff training on health related issues that are appropriate to the library service, ensure that health and wellbeing book stock and resources are up to date and relevant for customer's needs, and maintain a quality outreach programme. This will include a dementia café, reminiscence work with care homes and immersive experiences in our Imagination Station.


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 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

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

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture Leisure and Events		Service Area: Libraries and Heritage	
JOB TITLE: Health & Wellbeing Librarian			
GRADE: J			
REPORTING TO: Libraries Development Officer			
1.	JOB SUMMARY: To be responsible to the Libraries Development Officer for the development and co-ordination of a health and inclusion core offer provided across Stockton Library Service. To manage the Mobile Services department and Public Health Information Library.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To lead, develop and deliver a health and inclusion strategy for the Library Service, as part of a wider core offer in line with local, regional and national agendas, being the link between libraries and Adult Services.	
	2	To work in close co-operation with staff across the Council and Library Service in taking a proactive approach to fostering partnerships within the organisation, co-operating and liaising with other providers in meeting the health and inclusion needs of service users, stakeholders and partners e.g. Adult Services and Public Health.	
	3	To be responsible for the delivery of nationally and locally funded NHS/Public Health programmes.	
	4	To be responsible for the management, development and provision of guidance and advice of: <ul style="list-style-type: none">• Home Delivery Service• Mobile Library Service• Hospital Library Service• Health initiatives/programmes within the library service across all staffing levels e.g. Mental Health groups, Books on Prescription Including staff supervision and assisting in staff recruitment.	
	5	Working with responsible officers to assist in the compliance with the Disability Discrimination Act within the Library Service.	
	6	To lead, motivate and train staff in the development and delivery of services relating to health, inclusion and older people.	
	7	To be involved in the planning and provision of stock and resources relating to health and to ensure that materials meet the diverse needs of the community.	
	8	To use the Libraries Health Core Offer to enhance the health and wellbeing of people of all ages within a diverse range of communities across the Borough.	

	9	To be aware of and adhere to all council, legal and administrative policies and procedures.
	10	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.
	11	To assist in the training and development of staff and to undertake such training as may be deemed necessary to meet the duties and responsibilities of the post.
	12	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	Health & Wellbeing Librarian	J
Directorate / Service Area	Culture, Leisure and Events	Libraries and Information
Post Ref:	30494	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Degree or other recognised qualification in Librarianship or health related subject and is prepared to gain a relevant Library qualification on appointment ECDL or equivalent IT qualification 	<ul style="list-style-type: none"> Appropriate NVQ Level 3 Chartered Librarian 	Application form
Experience	<ul style="list-style-type: none"> Minimum of 4 years experience in public libraries or the health sector at Supervisory Level, including management of staff. Knowledge of current professional issues, particularly relating to health and health information needs Knowledge of health stock and resource provision, including internet-based resources Experience of working with people in the community who are experiencing varied health problems 	<ul style="list-style-type: none"> Knowledge of Health and Safety Issues Publicity and promotional experience Awareness of finance procedures Performance monitoring experience Recruitment/personnel procedures Managing/chairing meetings 	Application / Interview

	<ul style="list-style-type: none"> • Broad knowledge and experience of library information issues • Experience of budget monitoring and awareness of financial procedures • Performance monitoring experience 		
Skills	<ul style="list-style-type: none"> • Demonstrable interpersonal and communication skills. • Ability to work on own initiative, and to work within a team. • Ability to work under pressure and to show flexible approach to the job • Be able to prioritise work and meet deadlines. • Good organisational and time management skills • Ability to motivate staff • Excellent ICT skills • Ability to work without discrimination to all service users and colleagues 	<ul style="list-style-type: none"> • Presentation Skills • Report writing • Training staff • Management of change 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's behaviours which underpin the Culture Statement. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Mature outlook. • Outgoing • Enthusiastic • Friendly personality. • Tactful, patient and sensitive • Adaptable • Assertive • Well organised 		Application / Interview

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.