

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: The Environment, Culture, Leisure and Events		Service Area: Libraries and Information	
JOB TITLE: Senior Library & Information Assistant: Health Resources			
GRADE: F			
REPORTING TO: Health & Wellbeing Librarian			
1.	JOB SUMMARY: Responsible to the Health & Wellbeing Librarian for maintaining access to an up-to-date and accurate public health information resource service, delivering a specialised support service to health professionals and health organisations.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1	Ensure the efficient day-to-day organisation and operation of the Health Information and Resource Library, including dealing with daily requests, and ensuring the safe storage and retrieval of all resources and information.		
2	Provide guidance and advice on appropriate, suitable health promotion resources for specific topic areas and client groups, keeping abreast of new developments in health information and disseminating to health professionals as appropriate.		
3	Liaise with Public Health team members to establish resources and cost of suitable books, DVDs, resource packs and equipment.		
4	Select stock for the library, using knowledge of local and national health issues and more specific requirements from health professionals, ensuring resources are current and relevant.		
5	Monitor the budget, with day-to-day responsibility for the purchase of stock and other materials.		
6	Manage, maintain and develop the HPAC online catalogue system.		
7	Order and distribute publicity materials such as leaflets and posters for specific health events and campaigns when necessary.		
8	Promote the service to relevant bodies, organisations and council departments and be involved with the organisation, promotion and delivery of specific health campaigns.		
9	Work closely with public health colleagues to develop a programme of promotions and campaigns throughout the year.		

10	Design, produce and distribute the health improvement newsletter 6 times a year.
11	Undertake statistical and administrative tasks relevant to the post, including an annual stock take of resources and analysis of reports in relation to stock usage.
12	Deal efficiently and courteously with clients and deal with clients' compliments, comments and complaints in the first instance, passing them on to the Librarian as appropriate.
13	Attend meetings relevant to the post.
14	Continually look for innovation in working methods and to co-operate in any changes to improve the Service.
15	To facilitate good channels of communication between the library service and public health teams.
16	Take responsibility for the security of premises as required.
17	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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)