

Job description

Librarian

- Grade: Scale 6
- Reports to: Library Manager
- Direct reports: Up to 6 direct reports
- Your team: Library Service
- Service area: Library Service
- Directorate: Community Wealth Building

Special requirements of the post

Workstyle: Frontline (Full presence, working in the borough full time)

This post requires a DBS check at the appropriate level (Enhanced)

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

Key responsibilities

1. To assist in the provision and effective operation of a high quality, customer focussed library service

2. To be the lead officer in charge of a service point or library; ensuring all aspects of service delivery are provided: lending services to adults and children, ICT, information and learning.
3. To take responsibility for and carry out reader development work and promotional activity including U5 sessions, Baby Bounce and author events.
4. To improve the reach of library services within the community, ensuring they benefit those most in need.
5. Take full responsibility for management of a service point.
6. Be involved in stock selection, maintenance and promotion, ensuring the collection remains diverse and inclusive.
7. Participate in the recruitment and performance management of staff, including training, appraisals and team briefing.
8. Produce reports, correspondence and statistics as required, and other clerical and administrative duties as necessary.
9. Be involved as necessary in planning, monitoring, promoting and developing all aspects of library and information services to the public.
10. To undertake any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Librarian or Information Qualification, or substantial experience in a Library setting	Essential
2	Excellent written and verbal communication skills	Essential
3	Ability to provide services and stock, which are socially inclusive within a customer focus framework	Essential
4	Ability to support, motivate and develop staff	Essential
5	Capable of undertaking reader development activities including storytelling and rhyme times with children and young people as individuals and in groups	Essential
6	Proficiency in using information and communication technology systems, and to support public use of all electronic resources	Essential
7	Ability to manage and supervise within the Council's Dignity for All Employment Policy	Essential
8	Ability to take responsibility for specific areas of service and organise own work programmes and community outreach programmes	Essential

Point	Criteria description	Essential/desirable
9	Knowledge of premises management skills, including understanding health and safety responsibilities	Desirable
10	Ability to contribute to and maintain good working relationships, and to work as part of a team	Essential
11	Ability to work evenings and weekends as required to meet the needs of the service	Essential
12	Ability to adhere to the Council's Dignity for All policy	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.