

Northumberland County Council
JOB DESCRIPTION

Post Title: Librarian Children and Young People	Director/Service/Sector: Cultural services/Libraries		Office Use
Band: 5	Workplace:		JE ref: 2745 HRMS ref:
Responsible to: Senior Librarian Children and Young People	Date:	Job Family: Libraries	
Job Purpose: 1. To deliver public and outreach library services for children and young people across all areas of the county so that high quality customer focussed services are provided at a cost that the Council can afford and Northumberland's statutory responsibility for 'comprehensive and effective' library services with respect to children and young people is met. This includes ensuring that resources and delivery is at the point of need. 2. To work as part of Schools Library service delivering high quality services to schools including advise on schools library set up, stock selection, support for literacy and project work, to ensure compliance with their service level agreements. 3. To implement strategies, plans, projects and initiatives to ensure that objectives are achieved in your area of responsibility. This includes influencing a wide variation of stakeholders including teachers, school governors and adult education. 4. To support partnership networks and any resulting service level agreements across the functions you are responsible for, ensuring that financial and performance targets, objectives and outcomes are met and value for money and customer focus is achieved. 5. To deliver a range of activities and manage resources that relate to children and young people on a daily basis across public, schools and outreach library services throughout the county. 6. To ensure that the functions and programmes of activity relating to your areas of responsibility fully support the delivery of the wider aspirations of the Council, enhancing quality of life and delivering social and economic benefits.			
Resources	Staff	The post holder may manage agency, interims, seasonal and sub-contractors to achieve corporate and partnership objectives, occasional responsibility for staffing throughout the county for activities for children and young people as and when required.	
	Finance	Monitors revenue budget of in the region of £100k for the functions relating to this post plus service contracts and service level agreements (SLAs) with contractors, clients and partners (in some cases these are in excess of £400k). Effective development and management of capital budgets and funding applications is also required	
	Physical	Responsible the health and safety implications associated with the staff and public who attend activities relating to this post. Responsible for ensuring the collection, maintenance and use of of corporate and performance data. Responsible for service resources including buildings, stock and equipment	
	Clients	Ensures compliance with relevant legislation, council policies and procedures including overseeing the procedures in place to manage stakeholders, volunteers, user groups, local suppliers and attractions. Develops and oversees projects and services to ensure the achievement of economic and well-being impact on all services, service users, local people and visitors to Northumberland. Develop services that have an impact upon the well being of service users. Dealing with schools within and outside the county, and partner organisations.	

Duties and key result areas:

Delivery of public and outreach library services for and children and young people across the county including the allocation, monitoring and control of spend and acquisitions, and developing and delivering strategies for cost-effective improvement.

To work as part of Schools Library service delivering high quality services to schools including advise on schools library set up, stock selection, support for literacy and project work, to ensure compliance with their service level agreements.

To advocate, market and promote library services for children and young people across the county's public libraries, in communities and schools.

To work with colleagues in the wider service team and with partners and stakeholders such as school heads to ensure service delivery is consistent and can react positively to service demand.

To delivery and monitor service specific objectives, including assisting with the development of appropriate policies, delivery strategies and data collection mechanisms.

To take an effective approach to performance management that ensures team, service and Group objectives are met taking constructive action where necessary.

To support colleagues by assisting with their personal development programmes and the development of a culture that supports strong performance and continuous improvement.

Promote and maintain a positive relationship with colleagues to develop a climate of harmonious and constructive employee relations.

Listen and respond to customer needs and market trends, aligning the service provided, through the development of new and innovative services.

Inspire effective collaboration with partners and stakeholders to achieve constructive relationships supporting the achievement of service specific objectives.

Develop robust mechanisms to deliver and monitor the effectiveness of service related strategies, policies and practices, including financial and sales related plans and targets.

Examine new models and methods of delivery, adopting innovative ideas and best practice from the public and private sector.

To participate in the corporate planning and management processes for the service.

Promote good relations with all other Groups of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of services.

Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of service provision.

Actively promote the role of the service and Council in relation to its service activities and policies at local, regional and national level as appropriate.

Ensure a safe and healthy working environment including the preparation, and review, of suitable and sufficient risk assessments.

Promote the achievement of the service equality and diversity action plan and oversee Equality Impact Assessments for your areas of work.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements		
Transport requirements:	Involves extensive travel to work sites, area offices or training venues throughout the county or region and further afield on occasion.	
Working patterns:	Includes weekends or evenings as required..	

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent standard of general education. Knowledge of professional theory, practice and procedures and contemporary issues in relation to Libraries and Education including the national agendas for children and young people. Understands the functions of a large complex public sector service and its cross cutting issues and challenges. Knowledge of current inter / national laws, regulations, policies, procedures, trends and developments relevant to the role. Understands the relationship between costs, quality, customer care and corporate performance. Thorough understanding of relevant legislation and requirements such as corporate manslaughter, health and safety, procurement, equalities and diversity, risk management etc. Thorough knowledge of local and national agendas for education, particularly with regard to literacy.	Relevant professional or managerial qualification. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Evidence of recent relevant management training.	
Experience		
A demonstrable track record of being part of high performing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. A successful track record of engaging effectively with others and building productive partnerships with key stakeholders. A track record of making a difference to children and young people's lives.	Experience and demonstrable success in the management of change and of securing the support and trust of others in the process. A track record of effective financial and resource management including income generation, successful funding applications, achieving value for money and identifying and achieving efficiency savings Experience of developing and managing Service Agreements in a competitive environment where success or failure can directly affect the success or demise of the service.	
Skills and competencies		
IT skills and awareness of specialist service systems Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.	Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture	

Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems. Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Ability to inspire creativity and innovation amongst colleagues. Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of others whilst acting as a role model for colleagues and teams.		
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council.		
Motivation		
A strong customer focus, combined with a commercial, target driven approach. Self-aware with a clear understanding of personal development needs. A strong motivation and ability to champion the children's and young people agenda.		
Other		
Able to meet the transport requirements of the post Enhanced CRB check required		