Job Description

Job Title: Libraries Development Officer	**Service Area**: Resident Engagement and Participation	
Directorate: People, Policy and Performance	**Post Number:** **Fusion**	**Evaluation Number:** 5937
Grade: PO1	**Date last updated:** July 21	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job
To put residents at the heart of library services, ensuring that those services are representative of and deliver what local communities need.
To continuously improve library services to residents
To deliver a range of events and regular activities in collaboration with performers and frontline teams.
To market and promote library services.

Job Summary
To lead on specific projects and initiatives aimed at improving library services in Newham as identified in the library plan.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To contribute to the ongoing development and continuous improvement of library services in Newham.

2. To lead on specified areas of the library plan including: the development of projects and new initiatives; activities and events; provision of information and training; and effective communication and marketing.

3. To devise, deliver and embed updates, training and support to frontline colleagues and volunteers, to enable them to adopt best practice and deliver an excellent library service.

4. To recruit and manage project specific volunteers

5. Be aware of and keep up to date with worldwide library best practice.

6. To identify and embed best practice in library initiatives, across frontline teams

7. To develop and deliver events to promote key dates in the national library calendar and other local, regional and national awareness / celebration moments.

8. To deliver key programmes in collaboration with the wider library community, such as Bookstart and the Summer Reading Challenge

9. To coordinate and lead working groups of project specific ‘champions’ across frontline library teams

10. To be an advocate for the library service with colleagues, other Council Services and community partners and look for opportunities for library services to contribute to wider outcomes for residents including health, economic, learning, digital, access to information, culture and reading.

11. To actively promote the benefits of reading for pleasure and develop projects, activities and events which maximise national, regional and local initiatives.

12. To work closely with colleagues in Resident Engagement and Participation to integrate the promotion of library services into wider community engagement initiatives.

13. To work with colleagues in library services across the UK to develop and deliver regional and national initiatives

14. To work collaboratively with colleagues and support wider team projects.

15. To effectively promote library initiatives and events through mailshots and social media

16. To procure and / or commission authors, artists and arts organisations to deliver cultural programmes

Other Duties

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE:	
An understanding of local government and its political framework	Application form/interview/test
An understanding of library services and an awareness of current trends and initiatives	Application form/interview/test
Knowledge of community engagement and the promotion of library services	Application form/interview/test
Knowledge of and commitment to diversity and equality	Application form/interview/test

Understanding of safeguarding procedures and data protection in relation to delivery programmes for children, young people and vulnerable adults in person and online	Application Form/Interview/Test
SKILLS AND ABILITIES:	
Good written and oral communications skills for a range of audiences, including briefings, publicity materials, etc	Application and Interview
Good organisational skills	Application and interview
Ability to effectively collate and organise information	Application and Interview
Ability to influence colleagues and partners	Application and Interview
Ability to prioritise and manage a varied workload to tight and conflicting deadlines	Application and Interview
Understanding and ability to use Microsoft Office packages; specifically Outlook, Word, Excel and PowerPoint	Application and Interview
Creative thinking and ability to develop, organise and deliver impactful events.	Application and Interview
EXPERIENCE:	
Experience of working in a front-line customer service	Application and Interview
Experience of working with residents	Application and Interview
Experience of supervising staff / volunteers and effective team building	Application and Interview
Experience of working with community, faith and voluntary organisations to engage them with library services	Application and Interview
Experience of planning and delivering community events and activities which support the library offer	Application and Interview
Experience of using own initiative and problem solving	Application and Interview
Experience of using digital methods including social media to engage audiences and promote services	

Experience of setting up, running & supporting reading groups and story sharing sessions Experience of working with volunteers and developing volunteering opportunities	Application and Interview Application and Interview Application and Interview
PERSONAL STYLE AND BEHAVIOUR: Willingness to undertake continuous professional development Develops excellent working relationships with a range of key stakeholder Ambitious in goal setting	 Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS: Willingness and ability to work evenings and weekends to deliver events and programmes or attend meetings	 Application Form/Interview