

# Job Description



<b>Job Title:</b> Libraries Resources Manager	<b>Service Area:</b> Resident Engagement and Participation	
<b>Directorate:</b> People, Policy and Performance	<b>Post Number:</b> <b>Fusion</b>	<b>Evaluation Number:</b> 5936
<b>Grade:</b> PO3	<b>Date last updated:</b> June 2021	

## **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 ensure Residents are at the Heart of Library Services
- To ensure that library resources are representative of and meet the need of local residents
- To ensure that a comprehensive and efficient library service is delivered in relation to the library resources available for residents

## **Job Summary**

To manage the Library Resources team (stock & systems) and the resources required to deliver a comprehensive and efficient library service.

## **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 ensure that library stock and resources are representative of and meets the needs of Newham residents
2. To manage the library resources team and ensure efficient and agile deployment of resources to best meet the needs of the service.
3. To produce and implement strategies for stock selection and management including the use of evidence based stock management.
4. To contribute to the strategic management and development of the Library Service including the development of policies and procedures relating to library resources, to drive quality in service delivery
5. To lead on the training of library staff in matters relating to the library resources including but not exclusively: library management system & other library systems; local management of stock using EBSM; and presentation and promotion of stock.
6. To undertake the procurement of library resources; including developing the specification, managing the tendering process and contract management in line with Council policy and authorisation levels.
7. To manage inter-lending and transportation of library stock (regionally & nationally) including the procurement and contract management of transport services.
8. To manage stock management services to other library authorities as defined within Service Level Agreements
9. To contribute to project groups for library capital projects advising on stock quantities, layouts and furniture requirements
10. To represent Newham Libraries as appropriate at regional and national user groups: sharing best practice and learning; and showcasing the service
11. To manage systems and processes that enable stock to be well presented and accessible to customers including cataloguing, classifying and shelving.
12. To regularly monitor the local management and presentation of stock at libraries, to ensure that a high quality and consistent standard is maintained across the service.

13. Develop opportunities for the co-production of library stock with local residents.
14. To manage the resources budgets including monthly monitoring and forecasting

# Personal Specification



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<b>Grade:</b> Expected PO3	<b>Date last updated:</b> June 21	

## 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

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CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b>	
Excellent understanding of local government and its political framework	Application and Interview
Excellent knowledge of library systems	Application and Interview
Good knowledge of IT systems and applications, specifically library systems	Application and Interview
Good knowledge of local government procurement processes, especially those related to library services	Application and Interview



<b>OTHER SPECIAL REQUIREMENTS:</b>  Willingness and ability to work evenings and weekends to maintain service delivery	Application Form