Job Title: District Manager  
Grade: 9

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The core purpose of Culture, Rural and Safer Communities is to encourage and enable Staffordshire communities to be active, creative and engaged within safe, sustainable, accessible and culturally rich and diverse environments.

Within this division, the Library Service is a ‘statutory service’ and is delivered across the County via 43 static libraries and a mobile library service. Our libraries are open for a total of 1,582 hours per week, attract nearly 5 million visits a year and issue 4.5million loan items.

The prison library service, which is externally funded, is delivered to 4 adult prisons and 3 young offender institutes in the County.

Within Staffordshire, the Library Service contributes to delivering literacy, life skills and digital inclusion, supporting the delivery of Staffordshire’s Education and Skills strategy and our agenda for increasing aspiration.

The library, as a community asset, and our offer are embedded within the Corporate People helping People agenda, the Place Based approach and enable communities to take responsibility for #DoingOurBit.

The priorities for this service area are to:

* Support communities and individuals to take an active role in managing and delivering their local libraries
* Deliver an Arts offer to Staffordshire communities to widen participation in arts and culture
* Manage and deliver the statutory library service – ensuring increased engagement and programmes of activity which promote literacy, learning, prosperity and wellbeing within communities

Reporting Relationships

**Responsible to:** Libraries Area Manager

**Responsible for:** On-site Supervisors, District Administrative Assistants

**Role Purpose:** The effective management of County Managed Libraries across a district

Key Accountabilities:

* Led by the Area Manager, contribute towards the development and implementation of service plans which enable Staffordshire Library & Arts Service to meet corporate priorities, targets and service objectives and connect the library offer to the wider county council agenda
* Ensure that County Managed Libraries across a District provide an efficient service through effective:
  + - Staff management
    - Budget management
    - Performance management
* The organisation, co-ordination and development of the workforce at Staffordshire County Council Managed Libraries across the District.
* Led by the Area Manager, work with the Library Development Officers and On-Site Supervisors to ensure the consistent implementation of policy, procedures and initiatives to deliver a customer focused library service.
* Working with the Area Manager, advise and actively contribute to the development of processes and procedures which result in a continuing developing library service.
* Work with the Community Support Officers to engage with volunteers and Friends of the Library groups, to help to ensure that the expansion of library opening hours, diversification of the library offer, and all other potential opportunities for development are optimised.
* As directed by the Area Manager or Libraries Development Manager ensure the effective collation and reporting of relevant statistical information and any additional reports.
* Develop effective local partnerships to raise awareness of the library offer within communities.
* Participate in professional initiatives locally and nationally to maintain an awareness of future library trends enabling Staffordshire Libraries to develop a reputation for innovation
* Achieve the personal and service targets and objectives, as agreed on an annual basis with the Area Manager
* The post holder may be required to work different times and at different libraries, including weekend and evening working.
* Undertake other tasks consistent with the grade of the post, as may be required from time to time.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small**  \* | **Qualifications**   * Degree or equivalent level qualification or management experience | A |
| **employer_small**  \*  \*  \*  \*  \* | **Knowledge and Experience**   * Substantial experience of operational service management and delivery * Experience and understanding of a customer focused public service environment * Demonstrable knowledge of shaping and developing services to meet identified customer need. * Experience of communicating effectively to a range of audiences * Experience of leading, motivating and supporting staff | A  A/I  A/I  A  A/I |
| **employer_small**  **\***  **\***  **\***    **\***    **\***  **\***  **\***  **\***  **\*** | **Skills**   * Able to communicate compellingly with a range of internal and external stakeholders. With an ability to engage, persuade and negotiate and deal tactfully but assertively with a wide range of people * Demonstrate an ability to deliver a customer focused environment and service. * Demonstrate a high degree of personal initiative and an ability to motivate, encourage, empower and enthuse staff * Able to take a creative and proactive approach to challenges, opportunities and problem-solving * Able to demonstrate resilience within a constantly changing environment * Able to work independently and as an effective member of a team * ICT skills and experience * Able to work effectively in partnership with groups and organisations * Able to travel effectively and work flexibly across a large geographical area.   This post is designated as a casual car user | A/I/T  A/I  A/I  A/I/T  A/I  A/I  A  A/I  A |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting:

**Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**