

Job Title: Library Development Manager

Grade: 12

Our Vision

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 the people of Staffordshire
- 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 County Council priorities.

The priorities for this service area are:

- 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: Head of Libraries & Communities

Responsible for: Development Team

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Role Purpose: As part of the Libraries & Communities Management Team contribute towards the leadership, development, implementation and performance management of strategic plans and policies which enable the Libraries & Communities Service to meet corporate priorities, targets and service objectives; connecting the service and communities to the wider county council agenda.

Key Accountabilities:

- As the strategic lead for the Libraries Strategy and Universal Library Offers, work with the Area Managers, District Managers, Library Development Officers and Community Support Officers to ensure that the Libraries Strategy and the strategy supporting the Universal Library Officers is consistently developed, delivered and managed across the county.
- As the professional lead for Libraries in Staffordshire, research and advise on future library trends, including national priorities and policies to ensure Staffordshire Libraries develop a high-profile reputation for innovation.
- Support the Head of Libraries & Communities to create a strong performance culture. Work with the Area Managers to manage, plan and co-ordinate training and development for the library workforce to ensure delivery of the Libraries Strategy and the Universal Library Offers and build a team that is ambitious, courageous and empowered.
- Develop and facilitate the delivery of projects and initiatives that enable Staffordshire Library Service to respond effectively to new challenges and widen participation. Including:
 - Strategic Lead for the LMS
 - Continued enhancement of the virtual library offer
 - Development of the Libraries website
 - Effective marketing of the service
- Ensure that Bibliographical Services deliver a high-quality service that is efficient, cost effective and responsive.

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- As part of the Libraries Management Team contribute towards the overall budgetary management process ensuring that budgets are delegated and monitored appropriately with specific responsibility for the Resources budgets.
- Identify relevant external funding streams and ensure that Staffordshire Libraries submits high quality bids for funding that enable the library service to deliver innovative projects.
- Establish and maintain partnerships across E,I&S, other Staffordshire County Council Directorates, public; private and third sector organisations. Develop shared strategies to deliver shared outcomes to ensure the best use of Corporate and other organisation's resources.
- Participate in professional initiatives locally, regionally and nationally. Take a lead role in promoting and advocating the work and performance of the service through contacts within the County Council, external agencies/organisations, the wider library network and elected members to improve understanding of the evolving role of libraries.
- Achieve personal and service targets and objectives as agreed on an annual basis with the Head of Libraries & Communities.
- 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.

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Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
 *	Qualifications <ul style="list-style-type: none"> Degree or equivalent level qualification Chartered Librarian professional qualification or significant library experience 	A A
 * * * * * * * *	Knowledge and Experience <ul style="list-style-type: none"> Substantial evidence of effective leadership and building cohesive and motivated teams Significant experience of managing a service area at a senior level Experience of the design and development of Library strategies and policies A thorough understanding of libraries and emerging trends within the sector, coupled with financial, commercial and political awareness A demonstrable understanding of external funding processes and experience of completing successful funding bids Experience of working successfully in partnership with other organisations 	A/I A/I A/I A/I A A/I
 * * *	Skills <ul style="list-style-type: none"> Able to think, plan and act strategically Able to communicate effectively with a range of internal and external stakeholders. With an ability to engage, persuade and negotiate with others and able 	A/I/T A/I/T

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* *	to articulate and provide clear direction for the service and workforce. <ul style="list-style-type: none"> • Able to demonstrate and evidence the following management competencies: <ul style="list-style-type: none"> ○ Budget management ○ Performance Management ○ People Management • Able to work independently, make effective decisions and delegate effectively • Able to work effectively in partnership with groups and organisations, including external statutory or voluntary agencies • A resilient leader with a high degree of personal initiative, enthusiasm and motivation, creativity and innovation with good organisation skills and the ability to work under pressure • ICT skills • This post is designated as a casual car user 	A A/I A/I A/I/T A A
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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
 Talent & Resourcing Team 01785 278300