Job Title: Onsite Supervisor
Grade: 5

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

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, 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.

[The Public Libraries and Museums Act 1964](http://www.legislation.gov.uk/ukpga/1964/75/contents?_ga=2.222634587.1702984607.1566559642-1017432951.1561102158) gives the County Council a statutory duty to provide “a comprehensive and efficient library service for all persons”.

As part of Staffordshire County Council’s statutory library network there are 43 Libraries and 2 Mobile Libraries. 16 libraries are managed and delivered by the county council and 27 libraries are community managed. The Prison Library Service and School’s Library Service are externally funded.

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 enables 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: District Manager

Responsible for: Library Assistants, Volunteers

Key Accountabilities:

1. Led by the District Manager, take responsibility for the day-to-day efficient operational delivery of the library service within a single service point.
2. With the support of the District Team, engage with and respond to local

 community and customer need, to deliver a high-quality library service.

1. With the support of the Community Support Officers, work with volunteers

 and Friends of the Library groups and ensure through their support, library

 opening hours are expanded, the diversification of the library offer and all

 opportunities for development are maximized.

1. Undertake selected administration and financial functions in the library,

ensuring that they reflect Staffordshire County Council protocols and standards.

1. Support the District Manager to ensure the effective and efficient

 deployment of the local workforce, including volunteers

1. Led by the District Manager and with the advice and support of the Library

 Development Officers, ensure specific programmes of activity are

 delivered.

1. As specified by the District Manager and Library Development Officers,

ensure the effective collation and reporting of relevant statistical information.

1. Maintain front line operational services by fulfilling the duties of a library

assistant

1. Support the Library Development Officers and the District Manager to

 deliver, and participate in, workforce training and development, including

 volunteers.

 **10.** Undertake the duties of Premises Manager as appropriate.

1. Contribute to the overall performance of the Culture, Rural & Safe

 Communities division through personal performance, pro-active

 customer care, co-operation with volunteers, partners and the wider

 County Council.

1. Achieve the personal and service targets and objectives as agreed on an

 annual basis with the District Manager.

1. The post holder may be required to work different times and at different libraries, including weekend and evening working.
2. 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** |  |
| **employer_small** | **Knowledge and Experience*** Experience of working in a public service environment
* Experience and confidence in dealing with a range of customers, situations and administrative tasks.
* An understanding and experience of supervisory competencies:

Effective deployment of workforceConfident style of communicationDealing with staff and the public in a sensitive and confidential manner when appropriate* Experience of premises management and an understanding of Health & Safety requirements
* Experience and confidence in collecting cash
* Experience of working with a variety of ICT packages and applications
* An interest in people books and current affairs
 | A/I |
| **employer_small** | **Skills**An ability to lead a small team and be a team player in a larger team* ICT skills

 Positive communication skills, verbal and written• Ability to supervise, motivate, encourage and enthuse staff• Ability to create and maintain a customer focused environment and service• Able to travel effectively within the County.This post is designated as a casual/Essential car user  | A/I |

**** 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**