Job Title: Libraries Area Manager - South  
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 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 & Arts Manager**

**Responsible for: District Managers**

**Community Support Officers**

**Prison Library Service Development Manager**

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

Key Accountabilities:

1. Lead the delivery of Staffordshire County Council’s library offer across a defined geographical area ensuring that a high quality and effective service is delivered which reflects Staffordshire County Council priority outcomes, with responsibility for:
   * + Library staff and library volunteers
     + Library buildings
     + Area budgets and Income targets
     + Building partnerships and relationships
     + Ensuring the sustainability of Community Managed Libraries (CMLs)
     + Leading the effective management of Staffordshire’s Prison Library Service
2. Ensure the sustainability of the Library Offer within communities:
   * + Formulate, negotiate and performance manage contracts for Community Managed Libraries.
     + Advocate on behalf of CML organisations within Staffordshire County Council
     + Through effective relationship management, encourage and build capacity within the communities
     + Identify relevant external funding streams and support Community Managed Libraries and their management committees to submit high quality bids for funding.
3. Support the Libraries & Arts Manager to create a strong performance culture. Work with the Libraries Area Manager: North and the Libraries Development Manager to manage, plan and co-ordinate training and development for the library workforce to ensure delivery of the Universal Library Offers and build a team that is ambitious, courageous and empowered.

* Working with the Area Manager: North, implement library policy and strategy in the following key areas that is consistent across the library network to ensure the smooth and effective delivery of the service:
  + - Customer and Community engagement
    - Community Managed Libraries
    - Workforce planning and development
    - Volunteers & Friends Groups
    - Health and Safety
    - Planning and performance
    - Income generation

1. Work with the Libraries Development Manager to ensure the effective delivery of the Universal Library Offers across the service area, sharing best practice and evidencing the value of Staffordshire’s Library Offer, locally and nationally.
2. 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.
3. Achieve personal and service targets and objectives as agreed on an annual basis with the Libraries & Arts Manager.
4. 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 * A library qualification or significant library experience | A  A |
| **employer_small**  \*  \*  \*  \*  \*  \*  \*  \* | **Knowledge and Experience**   * Substantial evidence of effective leadership in library or community settings and building cohesive and motivated teams * Significant experience of managing a service area effectively at a senior level * A thorough understanding of libraries and delivering a public service, coupled with financial, commercial and political awareness * Proven track record of the design, development and implementation of Library or community focused policies and processes * Experience of working successfully in partnership with other organisations * Successful delivery of effective outcomes in a cost-effective manner * An understanding of external funding processes and experience of completing successful funding bids | A/I  A/I  A/I  I  A/I  A  A |
| **employer_small**  **\***  **\***  **\***  **\***  **\*** | **Skills**   * 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 to articulate and provide clear direction for the service and workforce. * Able to demonstrate and evidence the following management competencies:   + 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/I/T  A/I/T  A  A/I  A/I  A/I/T  A  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

Talent & Resourcing Team 01785 278300