

# Head of Libraries & Communities

## Grade: 14

### **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**

Libraries & Communities are part of the Economy, Infrastructure and Skills directorate within the Culture, Rural and Safer Communities service area, where our vision is to empower Staffordshire's communities to be active, creative, safe and engaged within a rich cultural and natural environment.

Our libraries and community hubs are safe, welcoming spaces that enrich lives and strengthen communities by inspiring creativity, curiosity and connection.

Libraries and community hubs sit at the heart of our communities and are the trusted front door of the County Council providing an opportunity to deliver and support other council services. Often, they are the only publicly accessible building within communities and are visible signposts for the County Council reaching out to residents and highlighting the work of the County Council.

[The Public Libraries and Museums Act 1964](#) 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 is externally funded.

Within Staffordshire, the Libraries and Communities 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 hub and our library offer, are embedded within the Cultural and Communities Strategies, helping people to get more involved and make a local difference.

### **The priorities for this service area:**

- Transform the service to establish libraries as community hubs
- Manage and deliver the statutory library service – ensuring increased engagement through activities which promote literacy, learning, arts, culture, prosperity and wellbeing within communities.
- Support communities and individuals to take an active role in managing and delivering their local libraries

### **About the Role**

The Head of Libraries & Communities contributes to the leadership and management of the County Council and provides the strategic direction and leadership for the Libraries & Communities Service.

Directly reporting to the Assistant Director for Culture, Rural and Safer Communities and as part of the EI&S Operational Management Team (OMT), this role supports the development and leads the implementation of corporate policies, procedures and strategies to deliver improved health and well-being, prosperity and happiness for local people and communities.

Working as part of the Culture, Rural and Safer Communities Operational Management Team, this role supports the development and delivery of policies and programs that encourage and enable Staffordshire's communities to engage with a vibrant cultural offer within safe and accessible environments.

**Responsible to:**

Assistant Director – Culture, Rural and Safer Communities

**Responsible for:**

Libraries Development Manager

Libraries Area Manager – North

Libraries Area Manager – South

**Key Accountabilities**

1. Lead and provide professional direction for Staffordshire's Libraries & Communities Service. Ensuring that the statutory library offer is high quality, legally compliant, reflective of community need and delivers wider county council outcomes.
2. Lead and implement a Community Hub model working with internal and external partners to transform libraries into Community Hubs, improving access to local services for Staffordshire residents, encouraging greater engagement with the community offer and enabling community hubs to support the delivery of the county council's priorities. While ensuring that the management of financial budgets and contractual arrangements delivers value for money and appropriate services for Staffordshire residents.
3. Lead the County Council's Communities Leadership Group and support the delivery of the Communities Strategy ensuring that all libraries and community hubs across the network provide relevant local services and contribute to the delivery of county council outcomes within communities.
4. Inspire and lead the Libraries & Communities Team to be a high performing team, delivering a high-quality, proactive offer that enables new and existing audiences to engage with the service while ensuring that the workforce is engaged and informed.

5. Managing the performance of the Libraries & Communities Service and reporting on performance and service development to ensure the community needs are met.
6. Provide the lead professional role for the County Council on all issues concerning the Libraries & Communities Service; actively engaging with and advising elected members to shape strategy and agree the outcomes to be delivered.
7. Formulating, reviewing and monitoring policies and strategies relating to the core functions of the Libraries & Communities Service and ensuring that these are agreed corporately through the democratic process.
8. Supporting the development of effective partnerships with other public; private and third sector organisations to develop joint strategies and deliver shared outcomes to ensure the most effective use of public resources.
9. As a member of the directorate operational management team (OMT), work with colleagues to ensure a collaborative approach to deliver better outcomes for Staffordshire's communities.
10. Participating in professional initiatives locally, regionally and nationally to identify national trends and opportunities. 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 build awareness and improve understanding to support continuous improvement.
11. Act as an ambassador for the Council, on a local and regional level and operate as key point of contact for Libraries with the Department for Digital, Culture, Media & Sport (DCMS), Arts Council England and Libraries Connected.

## **Other Information**

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally / regionally / nationally.

This post has no political restriction.

**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**


Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
  	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Degree or equivalent level qualification / experience</li> <li>MBA or alternative management qualification or extensive experience working in Libraries or Communities.</li> <li>Chartered Librarian or relevant postgraduate qualification</li> </ul>	A A A
  	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Significant experience of working at a senior leadership level within a local authority.</li> <li>Significant experience of managing a service area at a strategic level and working effectively at an operational management level, including budget management experience and leading teams in times of change</li> <li>A thorough understanding of Libraries, Communities and local government including national, regional and local emerging challenges and trends within the sector, coupled with financial, commercial and political awareness.</li> </ul>	A/I A/I A/I



	<ul style="list-style-type: none"> <li>• Demonstrable experience of the design and development of strategies, and policies to deliver better outcomes for residents and communities.</li> <li>• Substantial experience of successfully creating and maintaining effective and influential partnerships and networks to deliver positive results.</li> <li>• Demonstrable experience in managing service transformation.</li> </ul>	A/I  A/I  A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>• Demonstrable financial, budgeting skills</li> <li>• Analytical Skills.</li> <li>• Leadership skills that inspire confidence and trust and provide clear direction and vision for the service, staff, volunteers and partners.</li> <li>• Effective communication skills, appropriate to a range of internal and external stakeholders, with a high level of influencing, negotiating and persuasive skills across a diverse audience.</li> <li>• Ability to operate with integrity and credibility which engages and instils confidence of senior leaders, staff and stakeholders.</li> <li>• Able to work collaboratively, understand and respond to different perspectives and support the delivery of County Council outcomes.</li> <li>• Effective interpersonal skills to inspire and build cohesive, motivated and high performing teams.</li> <li>• Able to think, plan and act strategically with a creative and proactive approach to challenges, opportunities and problem-solving.</li> <li>• Able to work independently, make effective decisions that are evidence based and delegate effectively.</li> </ul>	A A  A/I  A/I  I  A/I  A/I  A/I

	<ul style="list-style-type: none"> <li>• Effective organisation skills and ability to work under pressure and to tight deadlines.</li> <li>• Resilient and committed to delivering services with enthusiasm and motivation, creativity, and innovation.</li> </ul>	<p>A/I</p> <p>A/I</p>
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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