

## Kent County Council

### Job Description: Stock and Development Librarian

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Libraries, Registration &amp; Archives</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Service Manager – Stock &amp; Promotion</b>

#### **Purpose of the Job:**

Ensure the delivery of high quality services through effective stock selection for all static libraries & mobiles in response to customer needs, reviewing use, staff training and overall stock management

#### **Main duties and responsibilities:**

- Draw up stock supply specifications for the main areas of the materials fund one off projects such as refurbishments and new builds, and updating of specific subject areas, liaising with suppliers as necessary. Ensure that specifications and the overall selection of stock for the county reflect the current and likely future needs of customers, using demographic data and working closely with Area staff. Contribute to the selection of collections where supplier selection is not appropriate e.g. e-books & e-audiobooks.
- Provide advice and guidance to Area and specialist staff responsible for spending local allocations as required. Contribute to the selection of stock in response to customer requests through reservations or You Choose.
- Programme and prioritise stock management by constantly reviewing levels of stock use in relation to supplier specifications and demographic profile. Adjust the balance of stock as necessary to reflect local demographic profiles and the changing needs of customers.
- Work through front of house teams to ensure stock priorities are implemented and appropriate action taken to manage stock effectively. With the Service Manager – Stock & Promotion and local staff, ensure that stock is maintained in a suitable condition for lending to customers.
- With other Stock Services staff, devise and deliver training and development for District staff in stock display, maintenance and weeding, to ensure that front of house staff are equipped to deliver high quality services to the public. Advise District staff as required on stock policies and priorities.

- Contribute to Area and overall stock improvement planning, actively participating in meetings as appropriate. Act as the main stock link between Stock Services, Areas and specialist teams.
- Display active commitment to a customer focused service by placing the customer at the heart of every aspect of our work. For example, engaging with customers in a friendly, helpful manner; contributing to public involvement and ensuring that all people are dealt with as individuals.
- Be responsible for ensuring organisational Health & Safety procedures and good practice are used to maintain security of facilities and health and safety of self, colleagues and public using our premises

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: Stock and Development Librarian

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to degree level in Librarianship or can demonstrate equivalent depth of knowledge and experience.</li><li>• IT qualification or can demonstrate equivalent level of skill.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of using management information to prioritise areas for improvement.</li><li>• Experience of consulting and engaging with customers, staff and volunteers and applying learning to improve stock across the service.</li><li>• Experience of co-ordinating, managing and evaluating projects, including budget management.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Able to manage complex workload and prioritise effectively in order to meet deadlines.</li><li>• Able to provide advice, guidance, coaching and training to help staff and volunteers reach service targets and fulfil development goals.</li><li>• Must evidence strong team-working skills and be willing to support colleagues and contribute to collective problem solving and creative thinking.</li><li>• Able to network and communicate effectively with a range of local and national stakeholders and identify opportunities for new projects and services.</li><li>• Must have strong written and verbal communication skills, able to identify the right means and language for each message and can produce reports for senior managers.</li></ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Can demonstrate awareness of current good practice and developments in librarianship and meeting the needs Kent LRA customers and potential customers</li> <li>• Understanding of local government systems and accountabilities, the Kent County Council environment and the implications for service management and development.</li> <li>• Understands and is able to implement all health &amp; safety equality and data protection/confidentiality legislation and policies e.g. risk assessment and monitoring the implementation of policies.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>