

Directorate: Customer and Communities

Unit/Section: Libraries, Registration and Archives (LRA)

Grade: KSA

Responsible to: Customer Services Officer/Supervisor

Purpose of the Job:

Deliver day to day front of house Libraries, Registration and Archives service.

Main duties and responsibilities:

Act as the first point of contact to engage with all customers in a friendly, helpful manner.

Assist customers with enquiries and in using services to achieve the best possible outcome.

Carry out all the duties associated with direct service delivery. For example, deliver Baby Rhyme Time or Storytime session.

Maintain stock in good order to facilitate access and enhance presentation of service point.

Promote services to increase use of KCC resources.

Supervise volunteers to enhance customer use of services.

Use LRA Management Systems, CaRa and web-based systems to undertake service delivery.

Work to and within KCC financial procedures and regulations, including cash handling.

Be responsible for delivering services that comply with equality policy, procedure and legislation.

Work to and within Health & Safety procedures and use good practice to maintain security of facilities and the Health & safety of self, colleagues and public using our premises.

Kent County Council

Person Specification: Customer Support Assistant

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.

	CRITERIA
QUALIFICATIONS	• Educated to GCSE/NVQ level 2 or can demonstrate equivalent depth of knowledge and experience. • ECDL or equivalent IT qualification or can demonstrate equivalent level of skill.
EXPERIENCE	• Experience or understanding of working in a customer focused service.
SKILLS AND ABILITIES	• Able to demonstrate excellent communication and customer care skills. • Able to demonstrate good team working skills. • Able to engage with customers to promote and deliver high quality services. • Able to work within daily schedules and timetable. • Ability to follow instructions and routines without close supervision.
KNOWLEDGE	• Can demonstrate an understanding of Kent Libraries, Registration and Archives services. • Understands Health and Safety and equality legislation relevant to the role.
COMPETENCIES	Conversation and Compassion Specific behaviour: Politeness when dealing with others - whatever level, check for mutual understanding Empowerment and Enterprise Specific behaviour: Have a 'can do' attitude, be positive, deal with things here and now. Tools and Professionalism Specific behaviour: Ensure that your knowledge and skills are kept up to date. People and Partnerships Specific behaviour: Keep communication open, ask questions, listen to answers, act on feedback.