awen

Ymddiriedolaeth
Ddiwylliannol
Cultural Trust

Job Outline

Job Title:
Libraries Support Administrator

Basis:
Part Time – 18.5 hours

Salary:
£12,850 - £13,036 per annum

Status:
Permanent

Base:
Betws Life Centre

Accountable to:
Libraries Development Manager

Accountable for:
N/A

Your Role:

You will provide a range of administrative support for the library service.

You will collate, present and distribute library performance data for internal and external requirements, and be the service's point of contact for online systems.

In this role, you will:

- Collate, present and distribute accurate library performance data for internal and external use, including Welsh Public Library Standards, Books4U and council partners.
- Administer the library management system, including being Awen's point of contact with the all-Wales team.
- Assist the ICT manager with the management of hardware, software and online services for public use,
- With the support of the ICT Manager, provide day-to-day guidance for staff in the use of ICT applications and assist in the delivery of formal training sessions as required.
- Undertake general libraries administration duties including provided meeting support and being part of the libraries team that places purchase orders and deals with correspondence.
- Attend library meetings as required.

General Duties and Responsibilities in this role are:

- To be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- To participate in any training and development activities to maintain own development or to enhance competence within job role.
- To uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair.
- To ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation
- To actively challenge discrimination and stigma in the workplace
- To be responsible for safeguarding and promoting the welfare of children, young people, and adults at risk
- To look after your own physical and psychological wellbeing wherever possible.
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture.
- To be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy.
- To comply with Awen's policies and procedures

This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the service.

Person Specification

The Person (ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Flexible and proactive with a solutions-based approach and attitude. **(E)**
- Enthusiasm and drive to make things happen. **(E)**
- Approachable, calm and fair approach and attitude. **(E)**
- A commitment to providing excellent customer service. **(E)**
- Self-disciplined and able to work on own initiative **(E)**
- Forward thinking an able to contribute to the development of Awen
- Demonstrates an understanding and commitment to Awen's purpose and values.

Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Educated to GCSE or equivalent, or the ability to demonstrate competence through experience **(E)**
- Experience of using a variety of ICT packages including Microsoft packages and library systems **E)**
- Able to organise work to meet deadlines **(E)**
- Excellent interpersonal skills with the ability to communicate clearly and with influence in writing and verbally **(E)**
- Strong administration skills with a methodical approach and attention to detail **(E)**
- Excellent numeracy skills including collation and reporting of detailed financial data/reporting **(E)**
- Comprehensive knowledge of library resources and processes **(E)**
- Evidence and understanding of Awen's Libraries offer and services
- Ability to speak Welsh