Ymddiriedolaeth
Ddiwylliannol
Cultural Trust

Job Outline

Job Title:
Library Manager (Operations)

Basis:
Full Time

Salary:
Grade 5

Status:
Permanent

Base:
You will be expected to work from all our libraries but can choose which Library to be based at

Accountable to:
Director of Operations and Community Services

Accountable for:
Library Supervisors, Community Librarians

Your Role:

To manage and develop public library delivery across Bridgend County Borough and work towards the Library Strategy and Awen's Business Plan. Motivate, lead and inspire the library teams to deliver exciting and innovative service to the community.

In this role, you will:

- Manage and develop front-line service delivery at Awen Libraries, including effective supervision, training and motivation of the library teams.
- Manage staffing resources efficiently in order to minimise costs and maximise service quality.
- Manage stock resources at libraries in line with current policies to meet the needs of the local community and participating in service-wide stock selection processes..
- Contribute to the management of the library service through participation at meetings, presentation of papers and involvement in working groups
- Ensure that data collection and monitoring requirements for standards and performance indicators are met.
- Participate in the arrangements to ensure front-line services across libraries are provided as required and to play an active part in the development and promotion of Awen services to the public.
- Act as premises responsible person and attend all relevant meetings as well as ensure compliance with all health and safety requirements for staff and premises
- Work closely with Library Manager colleagues to ensure all aspects of Library Management are covered during absences
- Train, coach and mentor Library Supervisors, Community Librarians, Library Assistants and other library staff, cultivating awareness of regional and national initiatives affecting libraries, cascading this information to colleagues as appropriate to enable the delivery of effective and high quality library services and partnership projects which will improve quality if life within communities.
- Work with local and national partners and organisations to create the best offer and develop a range of opportunities for our communities

General Duties and Responsibilities:

- 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.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- 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.
- 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
- 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.
- 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
- Compliance with Awen's policies and procedures
- This is not a complete statement of all duties and responsibilities comprising this post, and this document will be regularly reviewed. You may be required to undertake other tasks/duties that are reasonably assigned to you and are within the capability and grade of this role

Person Specification

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

- Leads by example with a flexible and committed approach **(E)**
- A good degree of initiative and resourcefulness. **(E)**
- Sets the highest standards of performance for self and others in meeting internal and external customer expectations **(E)**
- Innovative thinker with an analytical and solutions-based approach **(E)**
- Positive, and motivational approach to support colleagues and teams to achieve common aims and objectives **(E)**
- Passion and enthusiasm for Libraries, books and the Arts **(E)**
- Forwarding thinking and able to contribute to aims and objectives of Awen through its vision and brand values.

Qualifications, Skills, Abilities and Experience:

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

- Degree level qualification or able to demonstrate competence through experience e.g Library Studies. **(E)**
- A detailed understanding of key issues relation to the public libraries agenda and the Welsh Public Library Standards **(E)**
- Able to cultivate and open, honest and supportive networks both internally and externally with a wide range of stakeholders **(E)**
- Excellent interpersonal skills with the ability to communicate clearly and with influence in writing and verbally **(E)**
- A full driving licence and access to your own car for business purposes **(E)**
- Experience of using a variety of ICT packages including Microsoft packages **(E)**
- Experience of leading and developing a team **(E)**
- Experience of managing a budget and contributing to financial management processes
- Experience of supporting the implementation of change programmes in the interest of business improvements and efficiencies.
- Ability to create, develop and build positive relationships and partnerships with a wide range of stakeholders
- Ability to apply discretion in sensitive issues and maintain confidentiality at all times.
- Excellent administration skills with a methodical approach and attention to detail
- Ability to speak Welsh