

Job Description and Person Specification



Job Description

Job Title	Stock Manager
Grade	Grade 5
Service	Libraries, Advice, Health and Information Service
Reports to	Service Development Manager
Location	Stock Management Unit - Central Library
Job Evaluation Code	Y5573D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

Supports the Libraries and Information Services Management Team in developing and implementing policies and strategies for the delivery of quality library and information services through the management and development of all types of stock (hereafter called "stock") across the Service and is responsible for the management and operation of the Stock Management Unit.

Main Duties & Key Accountabilities

Core Knowledge

1. Leads on the management, development and organisation of stock across the Service.
2. Leads on the selection of stock, liaising with other managers as appropriate and contributes to the on- going collection development strategy through the service-wide team.
3. Advises and guides managers on policies and strategies for stock management and development.
4. Responsible for the contract dealing with the supply of stock and the selection of suppliers.
5. Responsible for the monitoring and maintenance of standards of supplier performance.
6. Responsible for the management of the Stock Management Unit.
7. Responsible for the training, development, health and safety, welfare and discipline of the Unit's staff, particularly in ensuring training needs are identified and incorporated into service training plans as appropriate.
8. Responsible for the recruitment, selection and induction of the Unit's staff.
9. Responsible for the provision of a research service for responding to customer requests for items not in stock and for deciding what action to take, e.g. purchase, interlibrary loan, etc.
10. Responsible for the provision of an interlibrary loan service and for ensuring the currency of location information
11. Responsible for the quality of information about stock on the library computer database.
12. Responsible for monitoring and reporting of stock expenditure to the Management Team.
13. Responsible for the effective financial control and administration of orders and invoices relating to stock, ensuring compliance with City Council accounting procedures.
14. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Library Service Stock Suppliers, Library Management System Supplier and Members of Public	Internal Library Service
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Stock Development Unit Staff

Person specification

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Knowledge	
1. Knowledge and awareness of issues around Stock management in library services	
2. Demonstrate a commitment to developing Library stock (both printed and electronic) to all sections of the community and an understanding of equal opportunities in respect of such provision.	
3. Demonstrate an awareness of regional and national developments in stock management	
Skills and Abilities	
1. Good verbal and written communication skills, report and letter writing, giving presentations	
2. Management, development and training of staff	
3. Good ICT skills	
4. Effective planning, organisational and administrative skills e.g., planning, prioritising workloads, time management, ability to negotiate with staff etc.	
5. Demonstrate skills of motivation, initiative and self-reliance and ability to be able to work effectively without direct supervision	
6. Effectively lead teams, and work effectively as a member of a team	
7. Budgetary and resource control skills.	
8. Project Management skills	
9. Training skills to develop staff in Stock Management tools	
Experience	
1. Experience of working within a Stock Management environment	
2. Experience of managing or supervising staff	
Qualifications	
1. Qualified Librarian or working towards a qualification or	
2. Management /supervisory skills qualification or working towards a qualification	

Special Requirements

Date Created

March 2013

Date Reviewed

May 2023

