

# Job Description and Person Specification

## Library Service Co-Ordinator

Job Details	
Grade	5
Service	Libraries Advice Health and Information Service
Location	One Friargate
Job Evaluation Code	Y5734D

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To widen the engagement of people in the city in Library and Information Services</p> <p>To support the development and maintenance of library services to those in the community unable to access mainstream services, multicultural and socially excluded groups and engagement with all communities</p>

Main Duties & Key Accountabilities
Produce a development plan for use of library services in the community consistent with the aims and objectives of the Libraries and Information Services Operational Plan and other relevant plans
Manage relationships with partner organisations to widen reach of Library and Information Services
Plan and Co-ordinate events and activities in libraries to ensure Coventry Libraries meet the National Offer for Libraries
Manage the Health and Wellbeing offer in libraries engaging new partners and organisations
Develop processes and procedures to provide active community engagement including consultation and feedback with key groups, specifically the most vulnerable in society and wider communities for the library service
Manage Library service at Home including monitoring performance and advise on its future development
Manage the Diversity Team leader and Diversity Register staff including development, training, sickness management as well as performance and disciplinary issues
Support training and development of all staff in relevant areas
Work with appropriate internal departments and external agencies as appropriate
Work with library staff to maximise opportunities for community engagement and the development of services to groups and communities
Identify funding opportunities, assist with research and with funding applications, reports, evaluation etc and identify income generating initiatives
Present regular written and verbal reports to appropriate teams and groups
Maintain detailed financial records of all funds administered by postholder and agree a budget strategy
To develop and manage the evaluation and of all relevant activities and be able to monitor analyse and produce performance data as required

To be responsible for the proper management of budgets within the postholder's areas of responsibility
Deputise for the Service Development Manager
Any other duties and responsibilities within the range of the salary grade

Key Relationships			
External:	Members of the public	Internal:	Library Staff Migration Team Adult Education

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
<p>Library and Information Assistant - Contact and Connect Team</p> <p>Library and Information Assistant – Housebound Service</p>

Person Specification	
Requirements	
Knowledge	Knowledge and awareness of issues around access and engagement for library services
Knowledge	Knowledge of key issues for those from diverse communities

Knowledge	Demonstrate a commitment to developing access to library services for all sections of the community and an understanding of equal opportunities in respect of such provision
Knowledge	Knowledge of Library National Offers
Knowledge	Knowledge of key partners for Library and Information Services
Skills And Ability	Good verbal and written communication skills report and letter writing, giving presentations
Skills And Ability	Ability to draft funding bids
Skills And Ability	Proven ability to organise and run activities and event for the public
Skills And Ability	Effective planning, organisational and administrative skills e.g. planning, prioritising workloads, time management, ability to negotiate with staff etc.
Skills And Ability	Demonstrate skills of motivation, initiative and self-reliance and ability to be able to work effectively without direct supervision
Skills And Ability	Effectively lead teams, and work effectively as a member of a team
Skills And Ability	Budgetary and resource control skills
Skills And Ability	Project Management skills
Skills And Ability	Computer Literate
Skills And Ability	Training skills to develop staff in community engagement activities
Skills And Ability	Proven ability to work with partners
Experience	Developing services to communities
Experience	Experience of working with socially excluded communities
Qualification	Qualified Librarian or working towards a qualification and/or Customer Care qualification or working towards a qualification and/or Management /supervisory skills qualification or working towards a qualification
Special Requirements	Willingness to be flexible about working hours and work evenings and weekends as required. Willingness to travel inside and outside Coventry

<b>Declaration</b>			
Reviewed/Created By:	Sorrelle Clements		
Job Title:	Service Development Manager	Date:	March 2014