

Job Description and Person Specification

Digital and Information Co-Ordinator

Job Details	
Grade	5
Service	Libraries Advice Health and Information Service
Location	One Friargate
Job Evaluation Code	Y5732D

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

Job Purpose
<p>To support development and co-ordination of ICT and Information services and related learning needs for library services across the city.</p>

Main Duties & Key Accountabilities
Produce a development plan for ICT and Information and related learning needs in Libraries and other venues as appropriate consistent with the aims and objectives of the Libraries and Information Services Operational Plan and other relevant plans
Support training and development of all staff in ICT and Information, developing, organising and management of related activities and programmes
Work with relevant staff to develop ICT and Information and related learning issues by exploiting the stock, Digital and other resources of the Library Service
To produce regular reports and data for all ICT systems and online resources and their use
Manage links on a day-to-day basis with the current Library management system staff and corporate ICT staff to ensure operational running of services
Work with internal departments such and external partners to support the role of libraries in ICT and related learning needs across the city
Assist in the development of funding opportunities, research and with funding applications, reports, evaluation etc and identify income generating initiatives within appropriate areas
Maintain an awareness of local, regional, national and ICT and Information developments and ensure these initiatives are included in service developments and communicated to library staff
Identify the ICT and Information needs of users and non-users including people with special needs, the disabled, and people from minority ethnic communities etc. to support the development activities in libraries for all people in the local community
Present regular written and verbal reports to appropriate teams and groups
To develop and manage the evaluation and of all relevant activities and be able to monitor analyse and produce performance data as required
Manage and develop the Library Service's online presence by monitoring and cultivating the social media accounts and editing the libraries webpage using analytics and performance measures to inform online activities
Contribute towards relevant projects as required

Key Relationships			
External:	Members of the public Good Things Foundation	Internal:	Library Staff ICT services Contact Centre

Standard Information
<p>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.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Digital Media Assistant

Person Specification	
Requirements	
Knowledge	Knowledge and awareness of issues around ICT and Information in library services
Knowledge	Knowledge of ICT systems and their potential for library services.
Knowledge	Demonstrate a commitment to developing ICT and Information services to all sections of the community and an understanding of equal opportunities in respect of such provision
Knowledge	Demonstrate an awareness of social media and online tools
Knowledge	Demonstrate an awareness of regional, national and local ICT and Information developments for libraries

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	Good ICT skills
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	Training skills to develop staff in Digital and Information Skills
Skills And Ability	Demonstrate good information literacy skills – identifying gaps in knowledge and finding out relevant information to fill these gaps (research skills)
Experience	Experience of working with ICT and related systems
Experience	Experience of managing or supervising staff
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

Declaration			
Reviewed/Created By:	David Lloyd		
Job Title:	Service Development Manager	Date:	May 2023