



KINGSTHORPE PARISH COUNCIL

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Job Title: Library Manager

Salary: Salary range is £33,500 - £36,500 pro-rata

Location: Kingsthorpe Library, 8 Welford Rd, Kingsthorpe, Northampton NN2 8AG

Reports to: Clerk

Responsible for: Library Officers and volunteers

Liaises with: Councillors, Clerk, Deputy Clerk, Library officers and volunteers

Hours: The post is 35 hours per week. To include covering one evening until 7pm and up to three Saturdays per month (9.30am-2.30pm)

Job Description

1. To be responsible for tasks and activities relating to the day-to-day operation of the Library including the recruitment and deployment of staff and volunteers
2. Ensure the health, safety and security of users, staff, volunteers, and the building to comply with the policies and procedures. Including facilities management, risk management, repairs, fire regulations and maintenance
3. To lead the team to evolve services in providing a high standard of customer service for a diverse range of customers and enquiries. To support coach and mentor staff/volunteers to ensure a consistent level of excellence and positive attitude
4. Management of the team carrying out appraisals and reviews, identifying areas for personal development and training opportunities, managing recruitment and behaviour performance management
5. To be responsible for the efficient administrative, financial and IT systems in order to ensure clear communication, maintain records and ensure compliance with financial transaction procedures
6. Manage and maintain stock levels and quality
7. Provide information, support, and advice to Library users
8. To continually develop the Library as a community hub working with partners to deliver a range of events and activities to all ages
9. Proactive in seeking to generate income through the promotion of existing income streams and identifying new avenues to contribute to the Library targets
10. Demonstrate an enthusiasm for self-development in order to contribute to the continuous improvement culture and consistency of service delivery
11. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
12. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> • English and Maths GCSEs (Grade C) or equivalent • Microsoft Office (Word, Excel, PowerPoint) • Outlook 	Supervisor qualification e.g., NVQ Level 3 or equivalent
Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience of managing staff • Experience of customer service delivery • Demonstrate experience of work planning • Experience of financial transactions and procedures 	<ul style="list-style-type: none"> • Previous Library experience • Experienced and confident in using ICT
Ability and Skills	<ul style="list-style-type: none"> • Excellent communication and listening skills • An ability to present ideas logically and positively • Confident and willing to communicate with a wide range of people including children and young people. • Liaise, negotiate and work effectively with colleagues, library users and partners • Systematic approach to planning and implementing • Tackle issues and see agreed priorities through • An ability to prioritise workload of self and staff in order to achieve deadlines • Able to work under pressure • Demonstrate creative problem solving • Commitment to, and enthusiasm for, challenge and change • Flexible and positive attitude • Commitment to personal and team development • Proactive in seeking to improve service delivery • Able to motivate and lead a team 	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Additional Factors	Ability to travel to other locations in the county to attend meetings, training and to work collaboratively with other Libraries	