

Job Outline

Job Title:

Library Supervisor

Basis:

Part Time 18.5 hours
per week (Job Share)

Salary:

Grade 7

Base:

Porthcawl Library

Accountable to:

Library Manager

Accountable for:

Library Assistants

Your Role:

As Library Supervisor, you will work with the Library Manager and team to deliver a comprehensive programme of events and be a key player in the development of new projects and events in line with our aims and objectives.

You will also deputise for the Library Manager in the management and training of Library Assistants; the efficient implementation of procedures and projects.

In this role, you will:

- Deliver and develop frontline services within Library Services, including effective supervision, training and motivation of the staff team at the library.
- Manage stock resources in the library in line with current policies and to meet the needs of the local community.
- Supervise cash income and banking in accordance with current practices, including control of petty cash account.
- Undertake data collection and reporting relating to activities at the libraries as required for quality standards monitoring and performance indicators.
- Maintain the infrastructure at the libraries including reporting and IT maintenance requirements, management of contractors on site, ordering consumables, monitoring energy consumption and liaising with contract cleaning staff, monitoring their work and reporting any inadequacies to cleaning supervisors.
- Contribute to the development of the libraries business plan and objectives.
- Work with colleagues to deliver activities in line with the Library Strategy and Awen's Business Plan.
- Participate in the arrangements to ensure that front-line service across libraries are provided as required.
- Ensure compliance with all health and safety requirement for staff and premises.

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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
- Comply with all legal requirements relating to the General Data Protection Regulation (GDPR)
- Uphold and integrate our purpose and values in all that you do.
- Contribute to our environmental sustainability goals.
- Drive change through actions and words that advocate inclusion and equality, creating a culture that recognizes and celebrates diversity.
- This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business

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Person Specification



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

- Flexible and proactive approach and attitude (E)
- Approachable, calm and fair approach and attitude (E)
- Solutions focused and able to concentrate on achieving priorities (E)
- Confident and professional with the ability to deal effectively with colleagues and the public (E)
- Interest and enthusiasm for books and reading (E)
- Confidence and enthusiasm to develop the events programme and to run activities (E)
- A commitment to providing excellent customer services (E)
- Personality and inter-personal skills necessary to work with people of all ages including children and young people (E).
- Forward thinking and able to contribute to the development of Awen.
- Demonstrates an understanding and commitment to Awen's purpose and values.
- Responds quickly and positively to new opportunities.

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Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS (E):

- Educated to A Level/NVQ 3 or equivalent, or the ability to demonstrate competence through experience (E)
- Good time management with the ability to follow and issue instructions to ensure deadlines are met (E)
- Excellent interpersonal skills with the ability to communicate clearly and with influence in writing and verbally (E)
- Strong administration skills with a methodical approach and attention to details (E)
- Experience of organising events (E)
- Experience of using a variety of ICT packages including Microsoft packages (E)
- Experience in a customer service role (E)
- Experience of developing and delivering community projects
- Good numeracy skills particularly in relation to handling cash.
- Ability to work Innovatively and creatively to initiate new developments
- Ability to speak Welsh
- Management Qualification NVQ/ILM Level 3 or be able to demonstrate competence through experience
- Ability to apply relevant knowledge in order to coach and support others

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