

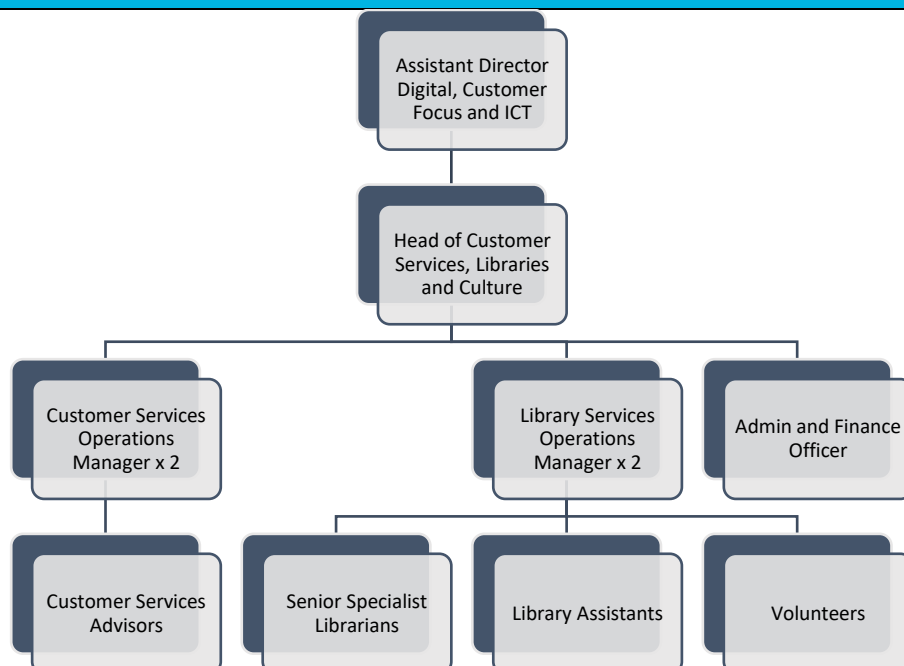
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Digital and ICT Services Librarian – Fixed Term Contract (12 months)</b>		
<b>Directorate:</b>	<b>Communities</b>	<b>Salary:</b>	<b>FTE £30,024 - £35,412 + LWA £729 Enhanced pay for Saturday Working at time and a half</b>
<b>Section:</b>	<b>Library Services</b>	<b>Grade:</b>	<b>BG-H SCP 15 - 24</b>
<b>Location:</b>	<b>Libraries</b>	<b>Work Style:</b>	<b>Fixed</b>

### Key Objectives of the role

- To keep up to date with digital and ICT developments to ensure the Library Service leverages all suitable opportunities to improve services.
- To engage with customers of all ages to meet their ICT and digital needs.
- To market and promote events and activities across the borough's libraries to support strategic objectives and goals.
- To contribute to the effective provision of the public library information service for Bracknell Forest Council.

### Designation of post and position within departmental structure



\*The Digital, ICT and Outreach Librarian is one of the Senior Specialist Librarians

## Daily and monthly responsibilities

- Support customers in the use of ICT and digital resources, assisting with queries and providing user training sessions.
- Work with suppliers and contractors to ensure that the systems supporting the Library Service meet operational needs.
- Work with internal colleagues in Digital and ICT Services and Communications and Marketing to ensure a joined-up organisation approach.
- Ensure a varied programme of events for people of all ages takes place across the borough, in line with the Library Service's strategic vision and the council's wider objectives.
- Support and inform service delivery across all libraries to achieve consistency of approach.
- Market and promote the Library Service to increase visits, which includes growing our social media presence and outreach activities within the local community, whilst proactively seeking to develop new partnerships.
- Market and promote the use of all libraries out of hours through Open+ technology, encouraging customers to register for this service.
- Support and contribute to the development of Libraries Connected Universal Offers i.e. the Health Offer, Reading Offer, Digital Offer and Cultural Offer, in addition to the Children's Promise.
- Assist with the selection of e-resources and the evaluation of their use.
- Seek alternative sources of funding e.g. from the Arts Council and prepare applications for funding.
- Engage with all sectors of the local community, both users and non-users of the service, to increase use of the service according to specific performance targets.
- Support colleagues in the development of ICT and digital skills
- Provide a high-quality service to the public via all service points within Bracknell Forest Borough Council, which will include staffing the Reference Desk at Bracknell Library and answering information enquiries in person, by telephone and digitally.
- Support the Borough's nine branches by providing cover as required.
- To assist with the opening and closing of libraries, ensuring that the buildings are fully secured at the end of staffed shifts.
- To be fully aware of borough health and safety and safeguarding policies and procedures and to assist with compliance.

## Scope of role

Budget: There is no budgetary responsibility

Resource Control: None

Impact: Helping to maintain efficient and effective services to the public.  
 Demonstrating the relevance of the Library and Information Service to the local community.  
 Developing sound working relationships with partner organisations and colleagues across the council.  
 Increase in external funding.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>Degree in a relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>Qualified or Chartered Librarian.</li> <li>Member of CILIP.</li> <li>ECDL certification.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Skilled and knowledgeable in the use of ICT and digital resources.</li> <li>Confident in training users and talking / presenting to large groups of all ages.</li> <li>Experience of marketing tools and resources.</li> <li>Confident in the use of social media to engage with the public.</li> <li>Able to work as part of a team, supporting colleagues and making a positive contribution.</li> <li>Able to develop good working relations with staff at all levels within the Library and Information Service and in other borough council departments.</li> <li>Excellent written and verbal communication skills.</li> <li>Excellent customer care skills.</li> <li>Ability to prioritise workloads and manage time effectively.</li> <li>Able to achieve objectives to deadlines.</li> <li>Shows determination to achieve results.</li> <li>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with a broad range of clientele including children and young people.</li> <li>Previous experience of working in public libraries.</li> <li>Experience of using automated library management systems and self-service technology.</li> <li>Knowledge of current Government initiatives affecting public libraries.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</li> <li>Excellent general health and fitness</li> <li>Highly motivated and delivers on commitments</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>A satisfactory Disclosure and Barring Service check.</li> </ul>	

- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

**Role models and demonstrates the Council’s values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

**All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

