



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Librarian – Stock & Reader Development Lead

Grade: SO1

Directorate: Children and Families

Department: Living Well Rutland

Responsible to: Community Access Library Team Leader

Purpose of the Job:

To lead the development and management of the council's library and information stock, ensuring print and digital resources meet community needs, service standards and strategic priorities, and supporting the promotion and visibility of collections across library sites and outreach settings.

To work proactively with the Library Team Leader to guide other colleagues to design and deliver reader development, outreach and promotional initiatives that encourage reading, learning and community engagement, ensuring library environments and activities are welcoming, accessible and responsive to customer interests.

To support data-informed decision making by contributing to the analysis of stock usage, reader engagement activity and collection performance, supporting service planning and continuous improvement.

Main Responsibilities:

1. To work with the Library Team Leader as a senior professional lead to support the effective delivery and development of library services, with a focus on collections, reader development and community engagement.
2. To support the Library Team Leader and Service Manager in developing staff skills and training in stock management, reader development, outreach and customer engagement.
3. To oversee stock acquisition and management, including commissioning contracts and coordinating purchasing with the Library Team Leader.
4. To take responsibility for allocated stock areas, overseeing bibliographic services and supporting staff with stock presentation, merchandising and promotion to ensure collections are engaging and accessible.



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5. To monitor stock performance, usage and KPIs, using data developed in partnership with the Librarian – Systems & Operations, and applying stock management practices including rotation, editing and demand-led purchasing.
6. To work with Library Practitioners to design and deliver reader development, outreach and promotional activities across library sites and community settings.
7. To deputise for the Library Team Leader as and when required, ensuring continuity of library operations across all sites.
8. To support the delivery of reading events, activities and themed promotions, ensuring collections and displays are welcoming, accessible and responsive to community interests.
9. To work across all four libraries and to provide occasional front-line cover, supporting staff by assisting customers with complex information and research enquiries.
10. To hold joint budget management and reporting responsibility for library stock and resources and manage relevant service contracts and service level agreements, to put them in place appropriately, and monitor them, to deliver library and relevant services and ensure best use of resources and value for money.
11. To lead and quality assure the presentation of library environments across all sites, supporting consistent stock display, promotion and customer experience.
12. To jointly manage the coordination, quality assurance and submission of statutory and non-statutory library data returns, including Freedom of Information requests and performance reporting to relevant local, regional and national bodies.
13. To manage data of a sensitive and confidential nature and extract information in accordance with the Data Protection Act, and other relevant legislation, ensuring its secure transmission where appropriate.
14. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
15. Take reasonable care of your health and safety and that of other people who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating, and



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safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Behaviours and outcomes:

Work collaboratively across Living Well Rutland and children's services as a whole, to ensure a joined up, consistent service that adds value to the Rutland community.

Be ambitious for Children, Young People and families and champion best practice to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

Management and oversight of relevant library data and stock systems and responsibility from time to time for relevant library contracts and resources assigned to projects.

Deputise for the Community Access Library Team Leader, to manage personnel, volunteers and operations as and when required.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Degree in Librarianship/Information Services Management and/or relevant experience in the field of library, learning and information or system development.	A/D

Desirable	Method of Assessment *
Chartered Member of CILIP	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Knowledge of contemporary literature, reading trends and collection development practices to support reader engagement and stock management.	A/I
Extensive knowledge of library and information service policies, practices and standards, including collection development, reader development and bibliographic services.	A/I
Experience of managing and developing library stock, including stock acquisition, stock management, bibliographic services and stock promotion.	A/I
Experience of monitoring stock performance and usage data to support stock management, reader engagement and service improvement.	A/I
Experience of promoting reading and library services across a range of different audiences.	A/I

Desirable	Method of Assessment
Experience of working in partnership with external organisations within a library, cultural or public service setting, including collaborative working with other local authorities.	A/I



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Experience of using the Axiell Library Management System or similar library management systems.	A/I
Experience of contributing to service improvement, performance reporting or quality assurance activities.	A/I

SKILLS

Essential	Method of Assessment *
Strong problem-solving skills, with the ability to design and implement creative solutions to complex problems.	A/I
Good ICT skills, including Microsoft Office applications, library management systems and/or digital information resources.	A/I
Excellent communication and collaboration skills, with the ability to work effectively with stakeholders at all levels, including the ability to explain technical concepts in plain English to non-technical stakeholders and to creatively capture the voice of service users to gather their feedback which will improve practice and inform service design.	A/I/T
Advanced numeracy/ statistical skills.	A/I/T
Attention to detail with an ability to analyse complex information and add meaningful interpretation.	A/I
Able to gather, analyse data and report on performance to test and evidence the service impact and outcomes.	A/I
Able to use own initiative.	A/I
Effective time management and prioritisation of tasks to meet deadlines.	A/I
Able to work on own initiative and be a self-starter, prioritising work with minimum supervision and work under pressure.	A/I
Commitment to delivering high-quality library, information and reader development services for a range of audiences.	A/I
Able to maintain client confidentiality.	A/I



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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible and able to work as part of a busy team and occasionally out-of-hours as service needs demand.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2024	Yes - New	Bernadette Caffrey HoS
June 2026	Yes – New (2 PT posts from 1 FT)	James Kearney, Community Access Library Team Leader