

CULTURE PERTH & KINROSS

Job Profile

Job Title	Library Manager
Salary/ Scale / SCP	CPK PR9, £47,601.73 – £50,773.93 per annum
Location	AK Bell Library but covering services across Perth and Kinross
Working Hours	36 per week however some flexibility as to times and days required to help support service during opening hours.
Working Days	5 days Mon-Friday
Reports to	Chief Executive
Responsible for	Library Staffing Co-ordinator, Library Development and Engagement Co-ordinator

Job Purpose

- To ensure the effective delivery of high-quality community and customer services across Culture Perth and Kinross Library venues.
- To increase public engagement with frontline Library Services

Main Accountabilities

All library employees are expected to carry out their duties in accordance with the CILIP Ethical Principles, including supporting intellectual freedom, equitable access to information, evidence-based practice, and the provision of inclusive, impartial library and information services.

It should be noted that these are not exhaustive but give direction to the role and responsibilities of this post. This post has limited opportunities for homeworking due to the service-based, customer facing nature of the role.

- Lead on the implementation of the Library Strategy and ensure this is embedded within annual Library Team plans.
- Lead the identification, development, and management of strategic partnerships with community organisations, health providers, and other stakeholders to deliver collaborative projects that enhance wellbeing, creativity, and social inclusion through library services.
- Ensure the delivery of quality, inclusive and user centred learning, reader development and community engagement activities across all library venues.
- Secure external funding through grant applications, bids, and partnerships, and oversee the successful planning, delivery, and evaluation of funded cultural and creative health and other programmes within Library services, ensuring alignment with funder requirements and organisational priorities.

- Champion the role of libraries in delivering cultural enrichment and creative health outcomes by capturing impact data, sharing best practice, and actively contributing to local and national networks to raise the profile and influence of the library service.
- Undertake a programme of ongoing self-evaluation and improvement within the service and contribute to same across the wider organisation.
- Ensure good working relationships with schools and the delivery of campus library services which support Curriculum for Excellence.
- Identify opportunities for service development and innovation and plans to implement these.
- Act as the organisational lead for GDPR, Freedom of Information Requests and Licensing giving advice and guidance to staff across the organisation to ensure compliance across these areas.
- Contribute to the further development and implementation of the Culture Perth and Kinross Organisational Strategy.
- To manage within your direct reports' performance, absence, and leave as required and undertake recruitment processes as agreed
- Undertake supervision meetings, ERD and support staff development as appropriate.
- Prepare regular briefings and performance monitoring reports, including KPI analysis, evaluations and case studies, for Executive Team, Board and Perth and Kinross Council as required.
- Provide information and data on Library Services to support national reporting and benchmarking frameworks.
- Advise on best practice, new developments and legislation in the sector, to support Library Services activity.
- Ensure operational and team plans are in place and informing a process of improvement across the library service.

In addition, your duties will include:

- To continue own personal development and maintain awareness of local issues affecting library and information services.
- Work within CPK Policies and procedures, including but not limited to Health and Safety, Equalities, Child, and Adult protection.
- Attend and contribute to team meetings and other local meetings as required.
- Share knowledge acquired with senior managers and peers.

The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time depending on the requirement of the Service without changing the general character of the duties or the level of responsibilities entailed.

Job Specific Requirements

Knowledge & Experience

It is essential that the postholder meets the following criteria:

- A post school qualification in Librarianship, Library and Information Studies, Community Learning, Customer Service or related subjects.
- Experience of line managing and developing staff teams.
- Has a record of supporting Library development and community engagement at a senior level.
- Skilled at report writing and communicating the positive impacts of services to wide ranging audiences.
- Can demonstrate engagement at a national level with National Library Strategy and an understanding of its application at a local level.
- Can demonstrate an understanding of the components of an engaging visitor experience within a cultural setting.

Any Additional Requirements

- Due to the nature of this post, successful candidates will be required to hold a basic Disclosure.
- Due to the geographic area and distances to be covered it is desirable that successful candidates have access to a car or can demonstrate how they will travel between venues in an efficient way which lessens the impact on available working time.