

Rutland County Council

Job Description

Job Title: Prison Library Manager
Grade: SO1
Department: Places
Team: Culture & Registration
Line Manager: Head of Culture & Registration

Purpose of the Job:

To plan and provide a professional, efficient, effective and accessible library service to the prisoners and staff of HMP Stocken, supporting the delivery of the prison's learning function, and the needs of the institution. To ensure the security requirements of the institution are upheld at all times.

To ensure that the contractual requirements of the County Council's relationship with HMP Stocken are met.

Key responsibilities:

1. To manage the library service within HMP Stocken, dealing with the day-to-day organisation of the service to meet regime and service requirements
2. To ensure the provision of a helpful, welcoming service to prisoners and staff, to engage them with opportunities to learn and for personal development.
3. To work with Prison colleagues to identify opportunities to advance literacy and learning, planning joint projects and providing support for delivery through the library service.
4. To work with the Prison's Head of Learning & Skills to agree standards for provision, including stock quality and availability, and ensuring these standards are implemented consistently and are subject to regular evaluation and reporting.
5. To ensure the prison library budget is deployed effectively, achieving the best value possible from the resources available.
6. To supervise and direct the activities of other members of staff and prisoners (orderlies) in the delivery of the prison library service.
7. To be aware of and to enforce the regime security, health and safety, and other policies to ensure safe working within the prison.
8. To be able to undertake regular hours of work at HMP Stocken during the day, in the evening and at weekends, in rotation with other staff, to deliver services.
9. To advise the Head of Culture and Registration and the Head of Learning and Skills on the planning and delivery of services for prisoners, and to keep up to date with national standards of service required.
10. To be skilled in the use of ICT resources, and to be able to assist prisoners in their use of information technology, to the extent allowed within the Prison.
11. To be able to operate library systems for the management of stock and user records, both computerised and manual, and advise on regular maintenance and replacement.



12. To be able to undertake physical work, such as shelving books and packing and unpacking storage bins. This will require the ability to undertake lifting of heavy objects and the observation of manual handling best practice.
13. To deal directly with prisoners to assist with enquiries and requests for services, whilst maintaining awareness of your personal security, and that of the institution.
14. To participate and contribute to training programmes for staff, and to ensure personal professional current awareness, including developments in the publishing industry and the literacy and learning sector.
15. To support analysis, evaluation and reporting of library activity, and the use of this information to plan future service delivery.
16. To undertake such duties as may be required by the Head of Culture & Registration and the Head of Learning & Skills commensurate with the nature and grading of this post
17. To act in accordance with the principles set out in the Council's Employee Code of Conduct and the Council's Values, including County Council and Prison Equality and Diversity policies, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
18. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications:

Degree in relevant subject

Minimum grade 4 English and Maths or Level 2 literacy and numeracy or relevant experience that demonstrates proficiency.

Experience & Knowledge:

Minimum two years' experience working in a library

Experience of working in a prison or secure institution

Line management experience and experience in managing a service with associated responsibilities.

Experience and good working knowledge of collaborating with colleagues in different teams to achieve shared goals.

Good understanding of the nature of work in a secure institution.

Skills:

Strong communication skills, able to use tact and diplomacy

Able to maintain confidentiality and security

High level of organisational skills and the ability to co-ordinate a range of priorities and projects

Proficient in the use of a range of IT, including Microsoft office and library management software

Ability to prioritise and to manage workloads and to plan effectively

The ability to use own initiative and work well as part of a team, and without direct supervision



Ability to work under pressure

Excellent communication skills with the ability to develop working relationships both internally and externally

Able to lift heavy objects

Values:

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

