



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Communities Access Team Leader (People, Operations and Outreach)
Grade:	PO2
Directorate:	Children and Families
Department:	Communities and Prevention
Responsible to:	Service Manager Communities and Prevention

Purpose of the Job:

To deliver the intentions of the Communities and Prevention transformation programme, through the delivery of our community-based services, facilitating, and building on existing networks and services to ensure that children, young people, and adults have appropriate access to education, learning, literacy and wellbeing services and information which improves their well-being and social capital.

To lead and manage the library operations, personnel and locality sites and to oversee the development of Rutland's library and information offer and services, including the development of innovation, ICT services and learning activities.

To work proactively with the Service Manager and other Team Leaders to deliver open access services that address the needs of the community and ensure access to a range of universal services including information and advice, an excellent library offer, early education, community learning as well as support services such as group work, with a focus on community capacity building and community social development, such as information centres, workshops, and community events.

Main Responsibilities

1. To oversee the day-to-day operations and supervision of the library staff and the community spaces in Rutland, ensuring they are accessible to all, and provide welcoming, 'warm', and inclusive services.
2. To work alongside the Service Manager for Communities and Prevention, and to act as 'one team' by working with other Communities and Prevention service seniors -Wellbeing Team leader, Active Rutland Leader, and Adult Learning Lead and the Community and Community Voluntary sector Lead to deliver a fully integrated and cost-effective service that meets the needs of children young people and families.



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3. To oversee the work of the Systems Management and Development senior officer, to lead the library team to transform and develop library and archive services to ensure that services are fully integrated are delivered effectively, efficiently, and sustainably. To deputise for the Service Manager and to lead meetings relevant to the service, at a locality and regional level.
4. To lead and manage the efficient organisation and running of routine library tasks, and to manage day to day security and safety of premises and assets, and to work with the Team leaders to co-ordinate staff and ensure that sufficient cover is available to maximise, operate and secure the service points during opening hours, including back-office work.
5. To monitor and report on buildings, equipment, cleaning, and maintenance requirements, ensuring all health and safety and business continuity arrangements are recorded and in place, including out of hours.
6. To manage and supervise professional library staff involved in service delivery, including any outreach library services, and to support the librarians to manage and organise library assistants and the volunteer working programme.
7. To lead and develop a motivated team and ensure they are developed in their specific roles as well as acting as Community and Prevention skilled generalist and social prescribers, through effective use of 'My Conversation'/supervision and effective performance management and to assemble a team of helpers, supporters and volunteers who can contribute to the work and to drive a vision through, ensuring the right controls and accountabilities are in place.
8. To manage relevant service contracts and service level agreements, to put them in place appropriately, and monitored them, to deliver library and relevant services and ensure best use of resources and value for money.
9. To maintain performance management and quality assurance systems, which demonstrate measurable outcomes for families, and to create performance reports and datasets which will evidence the achievements of the service and are informed by service users.
10. To lead as determined by the locality plan, on specific partnerships with local voluntary and community organisations, including facilitating and chairing locality meetings, to leverage resources, expertise, and networks.
11. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
12. 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.



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13. 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 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.
14. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives, for example working collaboratively across Directorates to ensure a joined up, consistent service that adds value and to actively support new initiatives and try different ways of doing things.

Behaviours and outcomes

Work collaboratively across the Communities and Prevention services 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 their families and champion best practice to achieve the best outcomes.

Dimensions

Line management and oversight of the community access seniors/managers and community access library practitioners and will have indirect responsibility from time to time for resources assigned to projects.

Budget responsibility will include accountability for delivery to timescale and within the specified budget for the community access, (library) services.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to degree level or equivalent professional qualification and/or relevant experience in the field of library and information/community development /or learning.	A/D

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

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of leading and managing library and multi-disciplinary teams and working across disciplines and delivering community-based services, preferably within local government or the public sector library, adult learning, or cultural services.	A/I
Experience of initiating and working in partnership with a range of stakeholders including service users of information, education, and wellbeing services.	A/I
Experience of procurement and contract management and testing value for money.	A/I
Experience of quality assurance processes and reporting to inform practice and service design.	A/I

SKILLS

Essential	Method of Assessment *
Knowledge of ICT systems - Internet, Microsoft Windows, Outlook, Word, Excel and Access.	A/I
Good numeracy and literacy skills.	A/I/T



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Excellent interpersonal and communication skills and the ability to engage with partners to deliver projects using excellent negotiation and networking skills.	A/I
Able to gather, analyse data and report on performance to test and evidence the service impact and outcomes.	A/I/T
Able to creatively capture the voice of children and families to gather their feedback which will improve practice and inform service design.	A/I
Able to work under pressure and prioritise appropriately.	A/I
Able to use own initiative.	A/I

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 *
Driven and focused on successful delivery and positive outcomes for service users.	A/I
Able to maintain client confidentiality.	A/I
Outgoing accessible manner, demonstrating tact and diplomacy.	A/I
Committed team member.	A/I
An inherent belief and commitment to a high level of customer care.	A/I
Able to work without direct supervision, sometimes as the only member of staff on the premises.	A/I
Be prepared to be flexible with working pattern and cover other duties as and when required.	A/I



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Willingness and ability to visit other sites as and when required.	A/I
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* **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	Bernadette Caffrey, HoS