



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Community Access Library Stock & Systems Coordinator
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 of the council's library management system, and other specialist systems relating to the Community Hub services, such as education, learning and wellbeing services.

To manage and develop Rutland's library and information stock, with particular responsibility for coordinating stock acquisition, management and bibliographic services, ensuring print and digital resources meet community needs and service standards.

To work proactively with the Community Access Library Team Leader and the BI Team to analyse library data, monitor key performance indicators and stock usage to enable data-driven and informed service planning and delivery.

Main Responsibilities:

1. To work with the Community Access Library Team Leader to manage and develop the library services to ensure that services are delivered effectively and efficiently, and that systems and processes are robust.
2. To work with the Service Manager and Community Access Library Team Leader to develop the skills and train the library team to transform and develop library services, systems and processes to ensure that library and information services deliver a fully accessible offer that reflects the needs and ways Rutland citizens want to receive information, advice and reading material
3. To manage the efficient organisation and running of library tasks and stock and systems across the library sites and outreach services, utilising strong verbal and written communication skills and a positive 'can-do' approach.
4. To oversee the acquisition and management of library stock. To include overseeing and commissioning relevant contracts, coordinating purchasing in collaboration with the Community Access Library Team Leader to ensure



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resources are relevant, cost-effective and aligned with service priorities and community needs. To take responsibility for allocated stock areas, overseeing bibliographic services and supporting staff with stock presentation and promotion to ensure collections are engaging and accessible.

5. To monitor stock performance and usage across library sites, tracking key performance indicators and service targets to assess the effectiveness and impact of collections. To implement stock management practices, including stock rotation, stock editing and demand-led purchasing to maximise usage.
6. To act as the lead for the library management system and associated systems, ensuring they are maintained and developed to support library services. This includes monitoring system performance, identifying maintenance requirements, ensuring business continuity arrangements are in place, working with IT colleagues on infrastructure and licensing and overseeing system processes for income generation, in line with council policies.
7. To deputise for the Community Access Library Team Leader as and when required, ensuring that library staff and volunteers are covering the library operations and are supported to deliver their duties, across all the sites.
8. To work alongside the Community Access Library Team Leader and Community Access Library Practitioners to lead the design and delivery of reader development initiatives that promote reading, learning and engagement across library sites, including supporting staff in implementing reading events and activities.
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 capture, process, analyse and interpret complex datasets, using data warehousing and statistical analysis techniques. To present findings on a regular basis, to a range of audiences. Demonstrating measurable outcomes for service users. delivering performance reports and datasets which will evidence the achievements of the service and are informed by service users.
12. To 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.



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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 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 *
Extensive knowledge of library and/or information service policies, practices and systems, including library management systems, stock management and bibliographic services.	A/I
Experience of initiating and improving library systems and ways of working that responds to service use needs.	A/I
Experience of managing or working with library stock, including stock acquisition, bibliographic services and stock promotion.	A/I
A strong track record in building reports, databases and processes with simple refresh methods.	A/I
Experience of extracting and analysing data to inform effective service delivery.	A/I
Sound knowledge of data quality and governance processes.	A/I

Desirable	Method of Assessment
Successful track record of establishing and maintaining partnership working to deliver business intelligence solutions.	A/I



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Experience of partnership working with external organisations within a library or information services context, including collaborative or consortium arrangements with other local authorities.	A/I
Experience of using the Axiell Library Management System.	A/I
Experience of creating data performance and quality assurance processes and reporting to inform practice and service design and creating written reports and delivering presentations to a range of audiences.	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
Knowledge of ICT systems - Highly proficient in MS Office, especially Excel. Internet, Microsoft Windows, Outlook, and Access	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



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Driven and focused on successful delivery and positive outcomes for service users.	A/I
Able to maintain client confidentiality.	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 *
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
March 2026	Yes – Amended grade and wording	James Kearney, Community Access Library Team Leader