

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: PLACE	SERVICE GROUP: Libraries
POST TITLE: Head of Libraries	REPORTS TO: Assistant Director Sport and Culture
GRADE: Sp B	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role.

Key Purpose of Post: Max 3

To take responsibility for the efficient and effective functioning, management, development and promotion of Bradford District's Libraries Service ensuring compliance with relevant statutory obligations. To provide professional leadership and inspire staff and volunteers to enable the Service to reach its full potential.

To implement the Council's vision and strategy for the service, ensuring a key role for libraries in localities and maximising their potential to support Council priorities including health and wellbeing, skills and employment, school readiness, digital inclusion, tackling poverty and isolation, community cohesion, economic growth and regeneration.

To develop and implement partnerships, strategies and plans to maximise the role of Libraries and Archives in the life and success of Bradford District, providing help and support to local people, raising aspirations and contributing to positive outcomes for local communities.

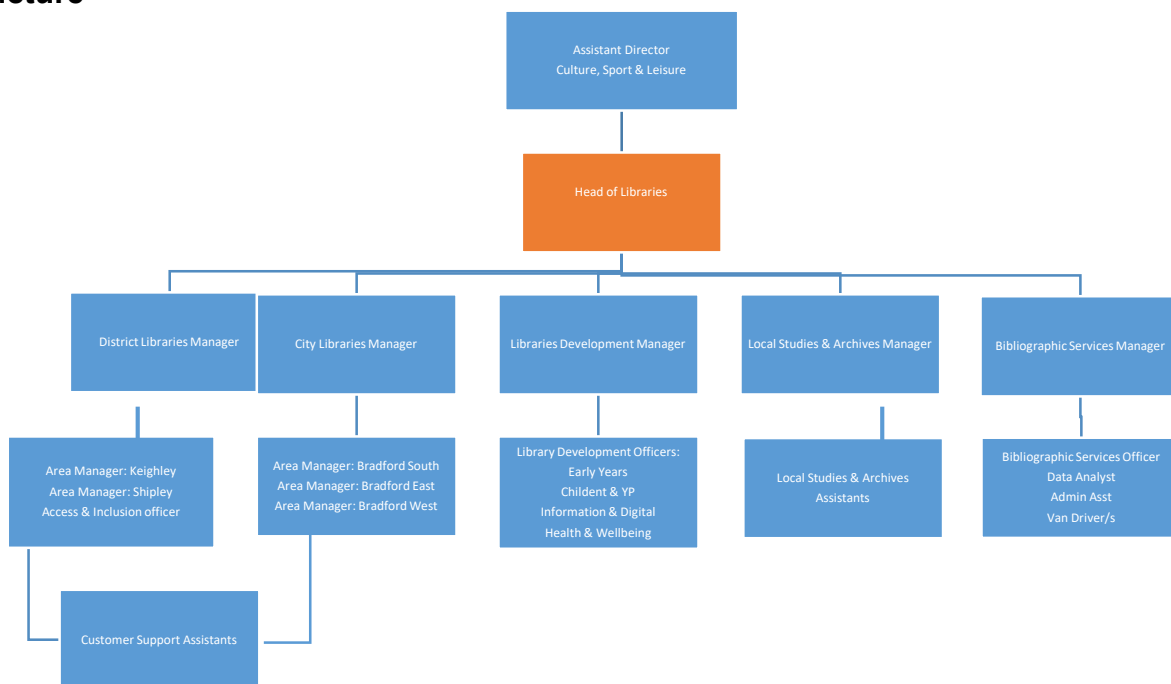
Main Responsibilities of Post: Max 15

1. To provide professional leadership and be responsible for the efficient and effective management, development and promotion of Bradford Libraries across the District, region and beyond.
2. To create and sustain an outward looking, proactive Service closely engaged and delivered in partnership with communities and partners, ensuring services meet the needs of communities and users.
3. To oversee the continuous development, training, motivation and management of Bradford Libraries staff and volunteers to deliver high performance and excellent services.
4. To initiate, manage and oversee major projects contributing to the development of the Libraries and Archives service as required, managing revenue and capital budgets in excess of £2,000,000.
5. To develop a high performance culture and deliver on financial, service and performance objectives and targets. Monitor and use performance indicators, quantitative and qualitative data, and benchmark with other services to inform service development and create a culture of continuous evaluation and improvement.
6. To champion and promote Equality, Diversity and Inclusion in the workforce of staff and volunteers, in our stock and collections, services and programmes of activities and events, in compliance with the Council's Equality, Diversity and Inclusion strategy.
7. To maximise the potential of the Libraries service to support Council priorities including health and wellbeing, skills and employment, school readiness, tackling poverty and isolation, digital inclusion, economic growth and regeneration, and as a vital contributor to Council plans including Local Area Plans, the Economic Strategy and Cultural Plan etc.
8. To develop effective local, regional and national partnerships for the delivery of projects, programmes and services, supporting better services, innovation, income generation and enhancing the reputation of the Council and the Service.
9. To ensure Libraries deliver an exciting and relevant programme of activities and events, both digital and in person, delivered to a high standard.
10. To prepare reports and make presentations to committees, boards, internal groups and external organisations as required.
11. To ensure the Service complies with organisational requirements (and where appropriate national standards) for quality management, health and safety, information governance, legal and procurement stipulations, environmental policies and general duty of care. To be responsible for the efficient and effective management of resources including c90 staff, 13+ buildings, and budgets in excess of £2M. Promote the Council's Values through your actions and behaviours.
12. To advise senior officers and Members on local, regional and national library and archives policy and delivery issues, and opportunities in relation to the library and archives offer.

13. Represent the Council on relevant outside bodies at local, regional and national level, influence thinking and ensure strong advocacy for the ambitions of the Council and District.

14. Deputise for the Assistant Director, Sport & Culture, as required

Structure



Responsibility for approximately 90 staff plus casual workers and volunteers.

Special Knowledge Requirement: Will be used in shortlisting. Max 10

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
A thorough working knowledge of public library and information services, the library sector, DCMS, the Arts Council, and the statutory framework.	X
A good working knowledge of archive services, their professional principles and practice.	
Detailed understanding of a manager's corporate responsibilities, including health & safety, procurement, legal, democratic, HR, financial and other requirements	X
A good understanding of local government political systems and an understanding of the pressures facing public services in their drive to improve service delivery.	
A good understanding of the principles of Equality, Diversity and Inclusion and how these can be applied to library and archive services.	

Relevant experience requirement: Will be used in shortlisting

Extensive experience of leading and managing library services at a senior level.
Extensive experience of leading and managing staff and volunteers .
Experience of operational management including managing HR, Finance, Health & Safety, Procurement, Business Continuity, Information Governance etc. according to corporate and legal requirements.
Experience of successfully managing and monitoring performance and setting clear objectives for individual and service level performance.
Experience of preparing, managing and controlling budgets.
Experience of leading change projects and improved processes for the benefit of the customer.
Experience in working effectively with partners to deliver joined-up service delivery and cross service projects.
Experience in the engagement of customers, communities, staff, councillors and other stakeholders, as appropriate, in decision making processes.
Experience of promoting and representing library services.
Relevant professional qualifications requirement: Will be used in shortlisting
Educated to degree level or above, preferably with a professional qualification in librarianship. Chartered Member or Fellow of CILIP (MCLIP / FCLIP) or equivalent knowledge, skills and experience. A qualification in leadership and management would be an advantage.
Core Employee competencies at manager level to be used at the interview stage.
Due to the Government's Fluency in English requirement for posts where employees speak directly to members of the public, the post holder is required to meet the <u>Advanced threshold</u> level which will be applied where the post holder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.
Carries Out Performance Management – covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, personal effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

Operates with Dignity and Respect – covers the ability to treat everyone with respect and dignity, maintaining impartiality/fairness with all people, demonstrating awareness of the barriers people face.

Management Competencies: to be used at the interview stage.

Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Working democratically, transparently and accountably.

Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.

Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals. Skilled in facilitating and encouraging collaboration amongst team members, and capable of motivating teams to maximise performance.

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions:

You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

Compiled by:

**Grade Assessment
Date:**

Post Grade:

Date: