

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: PLACE	SERVICE GROUP: Sport and Culture
POST TITLE: Development Officer: Reading and Culture	REPORTS TO: Libraries Development Manager
GRADE: SO2	SAP POSITION NUMBER : 50230811

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.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

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. **Please see the separate guidance information on how to complete the form located on Bradnet.**

Key Purpose of Post: Max 3

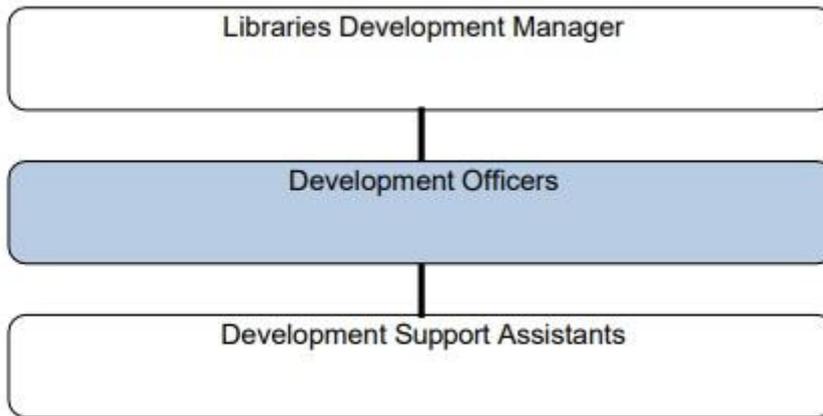
1. To plan and manage the Service's programme of reading promotions and reading and culture events for adults.
2. To provide training and support for library staff in the promotion and delivery of reading and culture events and activities for adults through libraries.
3. To be responsible for the provision of a high quality, broad ranging stock for the service working in partnership with stock supplier selection teams and local library staff.
4. To be actively involved in developing a service that reflects the needs of the local community, working in partnership with a range of customer and non-user groups with a focus on reading and culture.
5. To develop and manage specific short-term development projects and obtain external funding as appropriate

Main Responsibilities of Post: Max 15

1. Develops and manages the Service's reading for adults initiatives. Manages the organisation and administration of book/reading events and themed activities which encourages the active participation of library staff and customers in reading related activities.
2. Works with partner organisations such as community groups, other council departments, colleges and university, museums and archives, national bodies and individuals to develop services that are relevant to the current and future needs and interests of the communities within the District. Is a member of relevant internal and external committees and working groups to develop a robust programme of reader & culture centred events and activities across the district.
3. Contributes to the Cultural Strategy for the District, particularly as it relates to libraries – books, reading culture and creativity.
4. Monitors, assesses and evaluates current service provision and recommends developments of the services for adult borrowers.
5. Uses specialist knowledge to make decisions on the selection and purchase of appropriate stock and materials within budget limits. Monitors the performance of the various supplier selection specifications relating to the purchase of library stock and makes recommendations to senior management about improvements to the specifications.
6. Uses a range of bibliographic tools and stock software (including Library management System and Collection HQ) to monitor the performance of stock throughout the service
7. Maintains effective communication with staff throughout the service. Develops and implements training and advises and supports staff on resources and activities relevant to the development and promotion of access to library provision. Assists in the recruitment and selection of staff.
8. Prepares reports to provide advice and guidance on policy matters.
9. Liaises with Marketing and Communications to ensure the effective marketing of library initiatives, activities and events including links to national and local promotions
10. Complies with the office policy and procedures on Health and Safety and with current Health and Safety legislation
11. Undertakes personal and professional development by attending relevant courses and using other means to ensure that the skills to maintain the post are continually updated and assist in the induction training of new staff as appropriate
12. Undertakes any other duties as required which are appropriate and are commensurate with the responsibility and level of the post.

13. Promotes and implements the Council's Equal Rights Policy in relation to employment and service delivery

Structure:



Special Knowledge Requirement: Will be used for 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
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level, – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Carries out the working practices, procedures and basic operations required by the role.	X
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work, inc legislation	X
Uses a wide range of basic computer applications	X
Knows the costs for products and services within own area of responsibility	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources	X
Demonstrate understanding of the organisation its role in the communities and what it has to offer customers	X

Relevant experience requirement: Will be used for shortlisting

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.

A minimum of 2 years experience of working in a development role in a

cultural/educational organisation within the last 5 years.
Proven experience of managing resources for a time limited project
Proven experience of managing budgets.
Able to demonstrate experience in the facilitation partnership working to develop and implement strategies that deliver improved outcomes for local citizens.
Able to successfully manage projects from initiation through to completion, including the development and introduction of new initiatives
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members
Relevant professional qualifications requirement: Will be used for shortlisting
L4 NQF Level 4 Former NVQ Level 4, HNC, HND, diplomas/certificates in Higher Education, Higher level BTEC, Teaching Qualifications, RSA Higher diploma OR Evidence of the ability to work at that level and 3 years managerial experience within within the last 5 years.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and at 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, self 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 treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware 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. Works 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.		
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.		
Must be eligible to work in the U.K.		
Must be prepared to work flexible hours including evenings and week ends when required		
Special Conditions:		
Management require that a DBS be carried out as part of the recruitment process		
Compiled by: Jacqui Buckley July 2019	Grade Assessment Date:	Post Grade: SO2