

## Job Profile

**Job Title: Stock and Reader Development Assistant**

**Job Grade: Level 2 Zone 1**

**Salary Range: £31,765 - £33,881**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit, because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden's nine libraries provide free to enter, trusted spaces where people feel safe. Our libraries are a space for reader development and lifelong learning, aiding personal development for all ages. Books and online resources in our libraries enable people to explore ideas, information, knowledge and culture. Digital resources, including PCs and free Wi-Fi help tackle digital exclusion. Our Community Libraries are key resources in their local neighbourhood, bringing people together. They build strong local partnerships to tackle community needs, build community cohesion and help people build on their strengths.

### About the role

The Stock and Reader Development Assistant will work closely with the Development Librarian for Reader Development and Stock and will be responsible for the operational day-to-day administrative tasks relating to the provision of stock and resources across the nine libraries to meet community needs and support reader development activity. This will include working with the Development Librarian: Reader Development and Stock to amend errors in orders and catalogue entries, address any issues with inter library loans and request updates to web page information.

As a member of the library development team your role is to help deliver, and promote library services in Camden, working with the Development Librarian for Reader Development and Stock you will ensure programmes and resources are representative of and meet the needs of Camden's diverse communities. As part of the Development Team, you will support the implementation of key strategies for libraries ensuring the Libraries Connected Universal Offers are supported. You will support the Development Librarian: Reader Development and Stock to collate performance data so that monthly reporting can take place. You will use stock tools and other data tools to run reports for the Development Librarian: Reader Development and Stock to use with the Community Library Managers and other frontline team members.

You will support the Development Librarian: Reader Development and Stock to ensure library stock is representative of and meets the needs and aspirations of our diverse communities and to promote reader development initiatives and stock promotions, such as reading challenges, book clubs, Black History Season and other cultural calendar events, through proactive engagement with communities in library spaces and in other venues supporting the service to reach a more diverse audience.

You will support the Development Librarian: Reader Development and Stock to liaise with suppliers, consortia, such as Southeast Library Management System (SELMS), and publishers to ensure the accurate supply and administration of stock and resources. The postholder will support the procurement of online resources, e-books, and online periodicals.

### About you

The postholder must have awareness of libraries, books and reading and experience of or the willingness to learn the use of specialist library IT systems and be able to advocate and champion the role of libraries, books and reading. Your IT skills will be excellent and experience of using Microsoft Office, databases and Teams would be welcome.

Your communication skills, both written and verbal, and interpersonal skills will be excellent. You will have a clear awareness and understanding of the purpose and function of a modern public library service.

You will be a highly organised, motivated, adaptable individual who can prioritise and work independently and as part of a team resulting in the aims and ambitions of the library service and the needs of the community being met. You will be aware of the needs of a diverse community and be able to engage with communities and ensure the services we offer meet the needs of each community surrounding each library.

**Work Environment:**

The post holder will be based at Swiss Cottage Library. The postholder will be expected to attend meetings at different locations. The postholder will need to visit all nine libraries to meet with and support frontline teams.

**People Management Responsibilities:**

There are no people management responsibilities

**Relationships:**

You will be line managed by the Development Librarian: Reader Development and Stock. You will engage and work closely with residents, voluntary and community sector organisations, schools, businesses, community groups, suppliers and other stakeholders. You will work closely with colleagues across the council including Events, Arts Development, Adult and Community Learning and Early Years, Public Health, Adult Social Care colleagues to help animate the libraries as community spaces.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

**Is this role Politically Restricted?**

This role is not politically restricted.

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,