

## Job Profile

**Job Title: Development Librarian: Reader Development and stock**

**Job Grade: Level 3 Zone 1**

**Salary Range: £36,141 - £40,817**

### 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

This is a development role which requires strong levels of initiative, creativity and considerable capacity to network and broker partnerships. It requires a highly proactive individual with excellent interpersonal, organisational and leadership skills.

The postholder must have considerable awareness and experience of libraries, books and reading and the use of IT systems in a library context and be able to advocate and champion the role of libraries, books and reading.

As a member of the library development team your role is to help develop, deliver, and promote library services in Camden, ensuring programmes and resources are representative of and meet the needs of Camden's diverse communities. You will support implementation of key strategies for libraries. Working with the Development Manager you will manage and monitor the allocation of stock budget, manage the stock across the borough and manage the library management system, develop and deliver development projects that support the Universal Offers and report on performance and undertake performance improvement initiatives in relation to libraries provision.

The postholder will contribute to the delivery of the library reading strategy for Camden, ensuring that library stock provision supports the strategic aims and outcomes of the strategy and community profiles. You will represent the library service as appropriate at regional and national user groups and forums to share best practise and learning and showcasing our service and achievements including at consortia meetings including Central Buying Consortium and Southeast Library Management System SELMS.

You will ensure library stock is representative of and meets the needs and aspirations of our diverse communities through engagement with communities and use of stock tools and other data tools. You will build strategic partnerships with a wide range of stakeholders including suppliers across the public, private and third sectors.

The postholder will support the Libraries Development Manager to undertake the procurement of library materials. This includes developing specifications, supporting the tendering process and contract management in line with council policy and allocating and monitoring the book fund on the Library Management System. You will liaise with suppliers and publishers to ensure the accurate supply and administration of stock and resources purchasing ensuring the localised approach to the nine Camden libraries is reflected in the stock and keeping up to date with publisher trends. You will complete the EDI (Electronic Data Interchange) processes involved in book acquisition.

Working with the Stock and Reader Development Assistant, Area Leads and Community Library Managers, develop and implement effective and efficient strategy and processes for the whole library stock management cycle. This includes the selection, procurement, presentation, circulation, promotion and withdrawal of library stock, to maximise usage and impact of the stock budget,

including the use of evidenced-based stock management tools. The postholder will regularly monitor the local management and presentation of stock and resources, to ensure that a high quality and consistent standard is maintained across the service.

The postholder will develop the libraries digital offer assessing and reviewing the resources including the online resources, e-books, and online periodicals making informed decisions on the offer for Camden Libraries members. Overseeing the collation of usage statistics.

Working collaboratively to devise stock promotions and reader development activities for adults and children; anticipating and identifying stock and resources needs to deliver the Universal Offers. Creating opportunities for the co-production of library stock and reading events with residents and user groups to co-produce and influence library events, activities and stock selection to ensure our community sits at the heart of driving and shaping the library offer and reader development programmes. Work collaboratively with the Libraries Development Manager to identify development opportunities, maximise external funding opportunities and their associated monitoring/reporting requirements.

The postholder will lead the operation and development of library ICT systems, including the Library Management System (LMS) working with the Digital, Learning and Projects Manager to contribute to the wider Digital Development agenda across the libraries. Be responsible for the effective use, deployment, and configuration of the LMS including allocation of stock budget on the system, use of EDI; (Electronic Data Interchange), auto enrolment of membership for the Summer Reading Challenge, and development of the events page and webpac page, liaising with the LMS supplier.

You will monitor and report on stock performance to inform the future stock selection and management across our Libraries. Maintain and provide timely and accurate performance data on all aspects of library service performance for both regular and ad hoc reporting requirements, for example, the collation of data for senior management, funders, national agencies, and freedom of information requests. The postholder will manage and report on allocated stock, systems, and reader development budgets.

The postholder will manage a Stock and Reader Development Assistant, as well as those who may be allocated on a short-term basis, for example volunteers and work experience students as and when required. You will devise and deliver training and support for library staff in matters relating to stock and systems across your remit including stock maintenance, reservations, cataloguing and loans; online resources and how to access e-books and e-audio books so customers can access resources. You will ensure compliance with current legislation relating to Safeguarding, Health and Safety, Equality, Risk Management, Financial Procedures and Data Protection. You will contribute to the promotion of the library stock and wider services including contributing to the e newsletter.

### **About you**

The postholder will be a qualified or chartered librarian or have a demonstrable equivalent level of competence through experience gained in relevant roles. You will have demonstrable experience of working in a public library or similar organisation and of devising, managing, and delivering a range of service development projects/initiatives. Your communication skills, both written and verbal, and interpersonal skills will be excellent, and you will be able to adapt your message dependent on the audience and advocate for libraries whether at a local, regional or national level. You will have an awareness of current and new developments in the library world.

The postholder will have a track record of working successfully with internal and external partners and suppliers in the public, private and voluntary sector and some experience of budget and team management. You will have a clear awareness and understanding of the purpose and function of a modern public library service being able to demonstrate good networking and negotiating skills.

A highly organised, strategic thinking individual you will have the ability to inspire and lead staff that you may not line manage to adapt to change and innovate and you will be a motivated team player resulting in the aims and ambitions of the library service and the needs of the community are met. The postholder will have demonstrable experience of being able to work independently and achieve their goals on time under pressure and prioritise successfully to do this.

You will have a demonstrable knowledge of stock management issues, systems, publishing, reading habits and trends, and digital resources available for the public library environment. The postholder will have direct experience of working with library management systems and processes, to order stock and allocate resources. You will be aware of the needs of a diverse community and be able to devise ways to engage and ensure the services we offer meet the needs of each community surrounding each library.

The postholder will have strong information technology skills including the use of databases, spreadsheets and presentation packages (Microsoft Office) and teams. You will need to be able to work practically and strategically; equally comfortable to be 'hands on' at an outreach event, to writing reports, devising projects and writing planning documents.

#### **Work Environment:**

The post holder will be based at 5 Pancras Square as the main Council Offices. The postholder will be expected to attend meetings at different locations. The postholder will need to visit all nine libraries to meet with frontline teams and review stock. There is opportunity for some homeworking.

#### **People Management Responsibilities:**

The Development Librarian for Reader Development and Stock will have direct line management responsibility of 1 Stock and Reader Development Assistant.

#### **Relationships:**

You will be line managed by the Libraries Development Manager but will work closely with the Digital, Learning and Projects Manager, Stock and Reader Development Assistant, Area Leads, Archivist and Community Library Managers to ensure the libraries are developing and performing well. You will engage and work closely with residents, voluntary and community sector organisations, schools, businesses, community groups, suppliers and other stakeholders to build and maintain lasting partnerships to deliver activities and meet local needs developing a resident led approach and locally responsive libraries. 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,