

ONE REN

POST TITLE:	Library Assistant	POST ID:	
DEPARTMENT:	Operations & Estates	GRADE:	G03
SECTION:	Community Libraries	LOCATION:	
REPORTING TO:	Library Supervisor/ Library Team Supervisor		
LINE MANAGEMENT OF:	None		

JOB PURPOSE

To assist the library team supervisor / library supervisor in the delivery of all aspects of the library service

KEY DUTIES & RESPONSIBILITIES

1. To assist in the day-to-day operation of a community library.
2. To serve the public within the library, providing an efficient, helpful and responsive service at all times.
3. To assist in ensuring that stock and other resources are current, organised, maintained in
4. good order and attractively presented.
5. To assist in ensuring that the local community is fully aware of the benefits of library
6. membership through consultation with all sections of the local community.
7. To assist in delivering a programme of events in the library to attract new users of all ages.
8. To assist in encouraging use of technology in the library by delivering training to individuals and groups, including children.
9. To be familiar with and encourage the use of information resources to answer enquiries.
10. To contribute to the department's quality improvement framework.
11. Promote the health and safety of employees at work and of service users through the implementation of the company's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.

12. Ensure that all activities for which the post holder is responsible are delivered in accordance with the OneRen's Equality and Diversity Policies and the statutory and general and specific Equality Duties.
13. Participate at Team meetings as scheduled in accordance with the remit and status of the post.
14. Ensure that the OneRen's Customer Service Standards are followed in all dealings with those served.
15. Uphold the organisational values of Integrity, Excellence, Creativity and Fairness.
 - Integrity – We value honesty and high ethical standards in how we work within and out with our organisation: we are passionate in our determination to always do the right thing.
 - Creativity – We are innovative and flexible in responding to local needs; in meeting challenges, we are creative thinkers, with a consistent focus on outcomes.
 - Fairness – We focus on inclusion to ensure we deliver for everyone across our community; we are caring and kind to each other and in the way we support the community.
 - Excellence – We will work collaboratively in pursuit of our community's shared goals; in everything we do, we aim to deliver a quality experience and actively champion high standards.
16. Carrying out such other duties as may be required from time to time

PERSON SPECIFICATION

Factors	Essential	Desirable	Method of Assessment
EDUCATION		• Educated to level SVQ2 or equivalent • ECDL or equivalent	Qualification
RELEVANT EXPERIENCE	• Experience of dealing with the public	• Experience of working in a library environment	Application, Interview
SPECIAL KNOWLEDGE & SKILLS	• Excellent ICT skills • Good communication skills	• An understanding of the role of libraries in the community	Application, Interview
PERSONAL FEATURES/ QUALITIES	• Ability to work under own initiative with the minimum of supervision • Willingness to participate in a programme of events		Application, Interview
MANAGEMENT COMPETENCES			Application, Interview
OTHER			Application, Interview

Approved by:		Date:	May 2022
Evaluation Reference:	C2221	Date:	6 th November 2009