

City of Edinburgh Council job description

Post title	School Libraries Development Lead
Directorate	Place
Service	Libraries, Sport & Wellbeing
Responsible To	Libraries Development Manager
Number of post holders	4 FTE

Purpose of Job

In this role you'll have responsibility for one

- cluster of up to six high school libraries

As School Libraries Development Lead, you'll coordinate the development and delivery of high-quality high school library services ensuring alignment with strategic priorities, school needs, and operational standards.

Your role is essential in acting as a key link between libraries management and frontline high school library teams to ensure the smooth running of the service, staff development and service innovation.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

In the role, you'll:

1. Oversee the delivery of library service plans and contribute to the development and delivery of strategic goals, creating opportunities for service innovation
2. Lead and line manage School Libraries Officers and have overall responsibility for the development and delivery of services, initiatives and programmes of activity within your area of responsibility.
3. Source and lead on the development of funding bids to improve or create new service delivery
4. Oversee and coordinate the development and delivery of service specific training programmes, guidance and resources
5. Build relationships and collaborative working with key internal and external partners
6. Monitor and provide accurate performance related information
7. Work with the Libraries Development Manager to maintain and develop a team with the knowledge and skills required to deliver high quality library services
8. Support School Libraries Officers to contribute to customer engagement and consultations
9. Ensure efficient use of budget allocations, resources and equipment
10. Provide the Libraries Development Manager with information and intelligence to inform the development of future strategy

11. Ensure that all service delivery is undertaken in line with strategic policy, guidance and legislation including overseeing all aspects of health and safety
12. Manage confidential and politically sensitive matters with appropriate awareness and discretion
13. Ensure adherence to library service specific guidelines
14. Work collaboratively with other post holders to ensure areas of overlap are identified and managed effectively
15. Undertake recruitment and selection in line with Council policy

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- A relevant HND level qualification or equivalent experience is essential
- A well-developed knowledge of library services
- An ability to understand and communicate complex information (written, verbal and presenting) to a range of audiences
- An understanding of the positive impact of well-designed and good quality training for colleagues
- Evidence of ongoing relevant professional development and a broad understanding of current developments in local government and libraries
- Experience of using a range of standard computer software with excellent ICT skills
- A strong ethos of customer service and delivering high standards
- Political sensitivity and experience of building effective relationships
- Strong leadership and people management skills. Experience of recruiting, developing and managing individuals in line with key policies and procedures
- Experience of initiating, developing and leading projects and budget management skills

In the role you'll:

- Work with the Libraries Development Manager to shape, implement and design programmes and improvement plans associated with the delivery of high school-based services
- Support your team to identify solutions to problems and develop an understanding of relevant procedures and policies
- Input positively to the development of the service and support colleagues to identify opportunities for continuous improvements
- Develop professional relationships across the Council and with partners to ensure the library service is delivered to a high standard

You'll regularly take decisions on:

- The best way to implement new ways of working, as set by the Libraries Development Manager
- How to support those you line manage in HR matters, health and safety and child protection.
- Identifying appropriate methods to ensure continuous improvement to service.

- Managing and resolving performance and operational issues
- Evaluate situations, identify solutions and propose changes and improvements to processes based on experiences
- Ensuring all relevant policies, regulations, legislation and associated procedures are always applied, including the use of and management of Council vehicles

The decisions you take will:

- Impact on the quality of the library service and outcomes delivered. Your decisions will have financial, safety and reputational impact for the Council and can disrupt provision
- Have an operational impact locally and across the service. To minimise this, you will ensure that your work is undertaken in line with service and Council strategy and policy

Environment (work demands, physical demands, working conditions, work context)

You'll normally work:

- To strict deadlines. You'll re-organise and redirect resources to accommodate frequently changing priorities and circumstances. You'll be expected to manage a demanding workload including projects and stakeholder relationships with some autonomy
- With some need to take care in relation to communicating with customers and key stakeholders and enacting Council policies and procedures
- Within the range of normal office-based activities in terms of physical demands
- Remotely from your manager and will lead a team of School Libraries Officers across one or more location
- You will be required to use your own initiative and work without supervision
- With IT equipment, in line with the Council's policy and guidelines

Supervision and management of people

You'll be responsible for:

- The direct line management of up to 6 School Libraries Officers (Grade 6).
- Have overall responsibility for externally funded staff, volunteers and individuals working in the service on placements or work experience within specific area of responsibility
- Managing and monitoring staffing levels

Resources the job holder will be responsible for

- Day to day responsibility for service operational budgets spend which would include revenue, capital, project and programme budgets typically up to £25k. These budgets will be used for investment to support service aims and delivery.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager.
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#)