

Recruitment person specification

Position title	School Libraries Development Lead
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Role requirements

Experience requirements

1. Experience in partnership working, project management and developing community-focused and/ or outcome driven programmes that promote learning and inclusion [**Essential**]
2. Can evidence experience of managing and delivering school library services to a wide range of individuals and groups and which has involved directing others, managing change and problem-solving [**Essential**]
3. Can demonstrate deputising for a line manager or other senior manager [**Desirable**]
4. Has experience of drafting reports [**Desirable**]
5. Can demonstrate experience of library stock control, effective stock presentation techniques and stock maintenance [**Essential**]

Knowledge, skills and understanding requirements

1. Can demonstrate an understanding of the positive impact associated with high school library service delivery for students and its contribution to curriculum and personal learning outcomes [**Essential**]
2. Can demonstrate a broad understanding of current developments in local government and libraries [**Essential**]
3. Can demonstrate an understanding of working within a political and corporate environment and the impact of decisions and activities on different parts of the organisation and external stakeholders [**Essential**]
4. Demonstrates strong organisational skills and adaptability and an ability to manage competing priorities and work independently [**Essential**]
5. Excellent IT skills [**Essential**]
6. Strong ethos of customer service and delivering high-quality services especially for young people [**Essential**]
7. Ability to work respectfully, with integrity and flexibility in line with Council behaviours [**Essential**]

8. Experience of liaising with and building strong, effective partnerships with school Senior Leadership Teams [**Desirable**]
9. Demonstrates experience of direct/line managing individuals and/or teams, including tasking, training and developing people [**Essential**]
10. Proven ability to communicate effectively with colleagues, customers from different backgrounds and partners using verbal, written and presentation skills [**Essential**]
11. Has experience of using evaluation and data tools e.g. Microsoft Excel [**Desirable**]
12. Can demonstrate experience of leading others to deliver high standards of inclusive and measurable learning-based outcomes that align with local and city priorities [**Essential**]

Qualifications and training requirements

1. A relevant HND level qualification or equivalent experience [**Essential**]
2. Evidence of continuing professional development [**Essential**]

Job specific requirements

1. Can demonstrate a strong understanding of health and safety and safeguarding standards in a public service [**Essential**]
2. Can evidence experience of planning and delivering events and activities and evaluating and reporting outcomes [**Essential**]
3. Understands the requirements to maintain a safe, welcoming, and inclusive library environment in line with health and safety and safeguarding standards [**Essential**]
4. Flexible in approach with ability to work evenings, weekends and at different locations as necessary [**Essential**]
5. Willingness to join the PVG membership scheme [**Essential**]
6. CILIPS membership [**Desirable**]