

Local Studies Librarian - Job Description and Person Specification

Job Description

Job Title: Local Studies Librarian

Service: Libraries, Archives & Culture

Directorate: Strategy and Partnerships

Reports to: Library Development Manager

Grade: Scale SO1

Location: Cambridge Central Library

Hours: 37 hours per week

Job Purpose:

To manage, maintain and develop Local Studies stock and resources at Cambridge Central Library and across the county.

To ensure the delivery of service development activities, as identified and agreed within the Library Service Business Plan, within the post holder's area of responsibility, in order to increase the use of local studies library services.

To reach new users and priority groups by identifying new promotional opportunities, identifying new potential audiences, developing effective partnerships and coordinating relevant projects.

Principal Accountabilities

1. Take responsibility for the acquisition, cataloguing, indexing and preservation of local studies collections across Cambridgeshire, principally the Cambridgeshire Collection at Cambridge Central Library, ensuring that professional standards and best practice are followed. (25%)
2. Act as a champion for Local Studies, maintaining expertise on new developments, professional skills and identifying opportunities for service development. (15%)
3. Support, motivate and train staff and recruit volunteers to deliver stock related projects, promote library and archive services and the development of skills to access information. (15%)
4. Support front line staff and volunteers to make the layout, stock and presentation of local studies collections appealing and relevant to local communities. Provide recommendations and advice on stock. (15%)
5. Work in partnership with key stakeholders within the community to promote library and archive services and build a network of contacts to develop successful partnership projects. (15%)
6. Contribute to local county, regional and national wide projects as appropriate. (10%)

7. Investigate opportunities to maximise marketing and income generating opportunities, grant funding and resource development. (5%)

Person Specification

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Education, Qualifications & Training

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Essential:

- Key Skill Level 3: 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent in ICT literacy, ECDL level or NVQ level 3 in IT.
- Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification, Qualified Librarian, or equivalent experience.
- Qualified librarian or significant equivalent relevant skills and experience, including in Local Studies work.

Knowledge & Experience

Essential:

- Confident knowledge and in-depth practical and theoretical understanding of local studies librarianship.
- In depth knowledge of bibliographic tools and techniques, and experience of acquiring, cataloguing, indexing, conserving and managing local studies stock.
- Confidence and experience of promoting and developing library services with a wide range of individuals, groups and communities.
- A developing record of improving, developing or innovating in library services
- Understanding of current professional issues and challenges.
- Knowledge of the range of likely stakeholders and potential partners within the locality and lead area of expertise, and experience of working with partners.
- Knowledge, engagement and understanding of the impact and opportunities of e-developments.

- Knowledge of the theory and practical application of best practice in relation to Equality, Diversity and Inclusivity and a personal commitment to this.

Skills & Attributes

Essential:

- Confidence and experience to represent the Service as needed and the ability to build good relationships with internal and external partners.
- The ability to reflect and respond to changing services and community needs and take responsibility for continuing professional development.
- The ability to think “outside the box” to create new solutions and new partnerships.
- Confidence and good inter-personal skills to develop, deliver and monitor appropriate training for staff and volunteers.
- The ability to plan and work flexibly across service development areas and against outcome targets.
- Ability to work effectively as part of a team, both across the locality and across area/s or specialism.
- The ability to write clear, succinct and appealing copy to contribute to promotion and marketing tools and materials and to contribute to reports and grant applications.
- The ability to travel around the county.

Desirable:

- The ability to devise projects and plans which target specific audiences and meet their needs.