**Job Description**

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| Job Title: Stock and Systems Assistant |
| POSCODE: Unit 7, The Lakes Business Park, St. Ives, PE28 9RE |
| Grade: 4 |

**Overall purpose of the job**

To support the provision of library stock to help ensure it meets the needs of Cambridgeshire residents.

Support frontline staff and volunteers through maintenance of the library management system and stock control software, actively producing and providing training and support to meet service needs.

Ensuring timely delivery of inter library loans, music requests, reading group stock and access to the County Store.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | To use appropriate software for the ordering, management and maintenance of library stock across Cambridgeshire libraries. Managing acquisitions within a budget that is actively forecast and maintained in compliance with Council financial rules. |
|  | To maintain accurate records on expenditure, commitments and receipts to allow for accurate and timely management of the library stock fund. Including invoice payment and tracking. |
|  | To actively monitor performance and demand on the library service stock and ensure purchasing decisions are made using the performance management information. To feed this back to influence staff behaviour and inform training to support the frontline service delivery. |
|  | To carry out administrative tasks and operational routines needed to provide a comprehensive and efficient stock offer, including inter library loans, music scores, reading group sets and other specialist materials. |
|  | To maintain the county store, managing the stock to meet county wide requirements. |
|  | To sort and distribute library material across the authority, including liaising with van delivery drivers and frontline line staff. |
|  | To deliver training to frontline, management teams, and volunteers of the library service, to ensure understanding of community and stock management data for decision making and planning purposes. Ensuring this process is actively monitored and updated to support service priorities and reflects the needs of staff involved. |
|  | To promote library stock through creation of digital content for social media and by managing the interface for curated access to content via the online public catalogue and other digital catalogues. Responding to customer behaviours and helping to influence through direct response to comments and creation of materials that communicate key messages. |
|  | To monitor and maintain a healthy, safe and secure working environment in order to minimise risk to self and others. |
| 10. | To achieve the council’s objectives relating to equality, diversity and inclusivity by demonstrating an understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs. |
| 11. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030 |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject** | **Essential/**  **Desirable** |
| **GCSE grade C or above** | **English and Maths** | **Essential** |
| **Cilip approved** | **Library and Information skills** | **Desirable** |
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Minimum levels of knowledge, skills and experience required for this job

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| **Identify** | **Describe** | **Essential/**  **Desirable** |
| **Knowledge** |  |  |
| A confident understanding of the need for, and use of guidelines and procedures, to provide a consistent service. | Ability to work confidently and consistently within fixed parameters. | Essential |
| A sound knowledge and understanding of the public library service. | Experience of working or volunteering with/for a public library service. | Desirable |
| A knowledge of social media tools and how they could be used for library promotion. | Marketing and promotion experience within a library or similar setting. | Desirable |
| **Skills** |  |  |
| Strong ICT skills. | Experience in using Microsoft 365 applications, such as Outlook, Teams, Word and Excel. Knowledge of library IT management systems. | Essential |
| Able to use initiative and be proactive. | Ability to manage your own time against multiple deadlines and work streams. | Essential |
| Able to work well independently and as part of a team. |  | Essential |
| Able to adapt and be flexible to changes as they arise, in response to the needs of the library service and wider Council. |  | Essential |
| **Experience** |  |  |
| Library systems and cataloguing. | Experience of using a library management system or similar system for the management of stock and users. | Desirable |
| Recording expenditure and budget control. | Experience of using a business financial system for the procurement and receipt of library stock. | Desirable |
| Delivery of training or management of change in an organisation. | Experience of having to influence and enable change through training and messaging across a diverse organisation. | Desirable |
| **Equal opportunities** | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | * None | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote | Mobile |