

Job Description

Job Title: Stock & Systems Manager

POSCODE: 333001714

Grade: (SO2)

Overall purpose of the job

To manage the selection, organisation, distribution and payments associated with the library service book fund and library management system, to ensure suitable materials are available to meet the needs of the service.

Contribute to the overall direction of the Libraries Service through management of the stock and distribution team, their resources and supporting the frontline through training and expertise. Ensuring timely management of inter library loans, music requests, reading group stock and access to the County store.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	To organise, supervise, develop and contribute to the efficiency and effectiveness of all operational stock acquisition routines, in order to provide a stock supply service to all libraries, developing quality systems to ensure the highest level of customer service in line with the objectives of the Library Service.
2.	Assist in planning and organising the efficient and effective distribution of library and other materials County-wide, in order to ensure that customer expectations are satisfied in a timely manner.
3.	Support the management and review of key library contracts relating to the book fund and library management system in support of the library Support Service Manager.
4.	Recruit, train, develop, motivate and performance manage staff in order to create a balanced distribution team capable of delivering on services to support frontline library service delivery.
5.	Oversee the development of management information on library stock to feedback to the library management team and ensure it remains effective, accessible and useful for decision making
6.	Support on stock related projects in libraries such as refurbishments, new libraries and changes in use to ensure effective use of Capital resources and stock develops to meet new community needs i.e., Community profiles.
7.	Develop effective performance management of stock in relation to income generation, including supporting on reading groups, debt recovery and hire charges from stock.
8.	Ensure awareness of developments in library service stock services across the Country and ensure best practice and new opportunities in the area are highlighted to Library Management team.
9.	Manage relationships with key partners and suppliers to ensure County receives good value for money and is managing contracts efficiently.

10.	To support the maintenance and management of library systems. Liaising between IT and suppliers to get best value from the services and increase user satisfaction.
11.	Support the frontline libraries through training and best practice guidance in relation to stock and systems.
12.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.