

## Job Description

Job Title: Stock and Systems Assistant

POSCODE: CCC2405

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

	<b>Main accountabilities</b>
1.	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.
2.	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.
3.	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.
4.	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.
5.	To maintain the county store, managing the stock to meet county wide requirements.
6.	To sort and distribute library material across the authority, including liaising with van delivery drivers and frontline line staff.
7.	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.
8.	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.
9.	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.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE grade C or above	English and Maths	Essential
Cilip approved	Library and Information skills	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
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
<b>Skills</b>		
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
<b>Experience</b>		
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

<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential
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#### Disclosure level

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

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed X	Flexible	Field	Home
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