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| **Job Title:** Site Library Coordinator**Reporting to:** Library Manager**Base:** Joseph Wright Centre |
| **Hours** 37 hours per week, 52 weeks per year**Contract Type** Support**Holidays** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days**Salary** £24,394 per annum |
| **Job Purpose**To work in collaboration with the other Site Library Coordinator to coordinate the efficient operation, promotion, engagement and maintenance of services at designated college site libraries; reporting progress to the Library Manager. |
| **Key Responsibilities*** Coordinate operations at the designated site libraries to meet local needs, including events, enrichment sessions, and inductions, while maintaining high service standards.
* Promote excellent customer service to library stakeholders.
* Line manage a cohort of library team members in line with college procedure to engage and motivate your team, and to ensure a consistent high-quality service and flexibility in response to changing demands.
* Promote a conducive study environment by managing student activity and enforcing codes of conduct.
* Oversee routine stock development and maintenance, including approving purchases, processing new resources, and conducting stock checks.
* Maintain and promote library services via the library virtual learning environment.
* Provide procedural advice on daily services and work in liaison with cross-college teams to ensure service delivery is consistent and cohesive.
* Have a comprehensive understanding of the Library Management System, including error correction, report generation, and liaising with the support team.
* Support students and staff with DCG systems.
* Organise team schedules, delegate tasks, and prioritise workload, taking direction from the Library Manager.
* Implement CPD programs for Information Resource Technologists.
* Engage in projects or activities, as directed by the Library Services Manager.
* Market library services internally and externally, coordinating promotional tasks.
* Engage and support stakeholders with their information needs, directing them to appropriate resources.
* Champion EdTech and digital skills, managing the circulation and booking of equipment.
* Develop students’ information and digital skills through inductions, education sessions, and informal support.
* Support communication between library staff and curriculum areas to promote library resources and services.
* Deliver training on using library services to staff as required.
* Continuously update personal knowledge of IT developments and DCG activities.
* Participate in necessary training and development.
* Ensure compliance with quality standards, policies, and processes.
* Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
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| **PERSON SPECIFICATION** |
| **Competencies****Essential*** Excellent customer service skills
* Information and digital literacy skills
* Effective communication skills
* Strong organisational skills
* Ability to co-ordinate, supervise and motivate staff
* A critical eye and attention to detail
* IT literate and comfortable working with different systems and processes, including the Microsoft Office suite
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| **Knowledge and Experience****Essential*** Planning and staff scheduling experience

**Desirable*** Experience of working in library or information services environment
* Experience of Library management software/systems
* Experience of line managing staff
* Knowledge of Data protection, GDPR and Web Content Accessibility Guidelines
* Awareness of Equal Opportunities
* Awareness of Copyright law
* Awareness of Safeguarding
* Awareness of Health and Safety
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| **Qualifications** **Essential*** Relevant Level 3 qualification or equivalent
* Level 2 Maths and English
* Evidence of engagement in CPD

**Desirable*** Honours Degree
* Library Qualification
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