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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. |
| **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 |
| **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 |
| **Qualifications**  **Essential**   * Relevant Level 3 qualification or equivalent * Level 2 Maths and English * Evidence of engagement in CPD   **Desirable**   * Honours Degree * Library Qualification |