

Job Profile

Position Details	
Post	Librarian – Projects and Income Generation
Service Area	Customer Service and Libraries
Reports to	Head of Libraries and Customer Services
Grade	PO5
Job Family	

Role Purpose
<p>To generate funding opportunities for the council's Library Service through grant funding, commercial and sponsorship.</p> <p>To maximise the income generation potential of existing library resources and assets</p> <p>To seek commercial opportunities with private sector</p> <p>To seek out new opportunities as they arise.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. As a key member of the council's library senior team, work to develop an income generating strategy that will add value to service provision for residents and visitors. 2. To be responsible for initiating funding bids and to develop income generating schemes and services within particular areas of responsibility. 3. To be responsible for the bringing in of funding to allow the delivery of a programme of events and activities that support service objectives, and in the first instance, support the planning of those programmes and activities. 4. To ensure that funding bids and income development opportunities are aligned with the council's policies, national library initiatives and provide added value to library service provision for residents. 5. Seek out, negotiate and implement income generation opportunities for the service and lead on procurement activities to ensure effective contracts are in place that supports the council's objectives. 6. Create a network of contacts (local, national, library sector, commercial and public sector) to sponsor flagship events, and create sponsorship packages that match sponsors to events and activities ensuring they are aligned to, and support the council's priorities. 7. To work with the library service management team to seek out opportunities to generate income in an effort to reduce operating costs and deliver efficiencies.

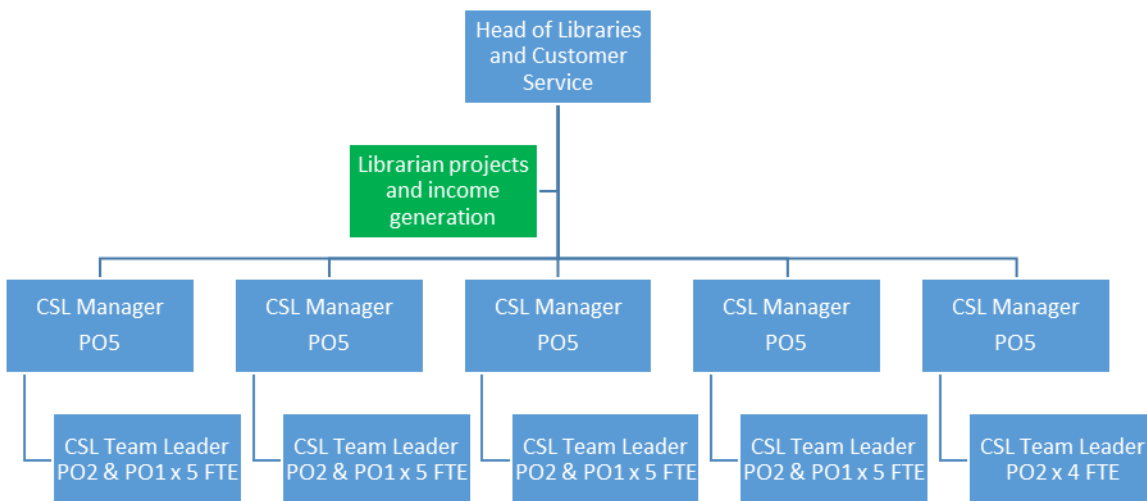
8. Research and recommend income generation opportunities for development and work with colleagues e.g. in planning to deliver projected outcomes and maximise revenue within local authority constraints.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • A proven track record in successful applications for grant funding in the library or culture sector. managing advertising and sponsorship in a large complex organisation 	E
<ul style="list-style-type: none"> • A proven track record of meeting ambitious income targets and managing income generation processes 	E
<ul style="list-style-type: none"> • A proven track record of successfully implementing change projects on own initiative. 	D
<ul style="list-style-type: none"> • A proven track record in seeking additional revenue opportunities by identifying new markets and opportunities 	E
<ul style="list-style-type: none"> • Understanding of the workings of local government, current issues and challenges 	D
<ul style="list-style-type: none"> • Understanding of how to increase revenue across a different platforms 	E
<ul style="list-style-type: none"> • An ability to provide financially sound budget projections and to monitor and report on income targets. 	E
<ul style="list-style-type: none"> • Ability to work to conflicting deadlines in a highly pressurised environment, switching tasks and priorities as the situation demands. 	E
<ul style="list-style-type: none"> • Ability to operate with professionalism and integrity. 	E
<ul style="list-style-type: none"> • Ability to form productive, professional working relationships with councillors, stakeholders and staff at all levels. 	E
<ul style="list-style-type: none"> • Ability to make sound and timely decisions, take initiatives and initiate action. 	E
<ul style="list-style-type: none"> • Excellent communication skills, oral and in writing, including presentation skills in formal, informal and public settings. 	E

<ul style="list-style-type: none"> • Ability to work under pressure with competing priorities 	E
<ul style="list-style-type: none"> • Ability to acquire new skills and knowledge and to be responsible for own personal development and learning. 	E
<ul style="list-style-type: none"> • Flexible approach to work practices and methods, including out of hours working, and a commitment to developing the service to meet changing demands of the organisation. 	E
<ul style="list-style-type: none"> • Political sensitivity and a demonstrable ability to recognise, influence and manage the communications and public relations consequences of sensitive issues. 	E

Main Contacts & Other Information
<u>Main Contacts:</u> Head of Libraries and Customer Service Library management team Head of Business Change Partners Businesses Elected members

Organisational Structure
<p>Please provide organisation structure chart.</p>  <pre> graph TD A[Head of Libraries and Customer Service] --- B[Librarian projects and income generation] A --- C[CSL Manager PO5] A --- D[CSL Manager PO5] A --- E[CSL Manager PO5] A --- F[CSL Manager PO5] A --- G[CSL Manager PO5] C --- H[CSL Team Leader PO2 & PO1 x 5 FTE] D --- I[CSL Team Leader PO2 & PO1 x 5 FTE] E --- J[CSL Team Leader PO2 & PO1 x 5 FTE] F --- K[CSL Team Leader PO2 & PO1 x 5 FTE] G --- L[CSL Team Leader PO2 x 4 FTE] </pre> <p>The organisational structure chart shows a hierarchical setup. At the top is the 'Head of Libraries and Customer Service'. A green box labeled 'Librarian projects and income generation' is connected to the main line below the head. Below this, there are five 'CSL Manager PO5' roles. Each 'CSL Manager PO5' role is connected to a 'CSL Team Leader' role. The first four 'CSL Team Leader' roles are labeled 'PO2 & PO1 x 5 FTE', and the fifth is labeled 'PO2 x 4 FTE'.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				Up to 3 on occasion for specific projects

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	80%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	50%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A