

## Job Description

<b>Job Title</b>	Team Leader - Archives
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Libraries and Information Services
<b>Grade</b>	6
<b>Competency Level</b>	2
<b>Salary</b>	£33,024 - £37,336
<b>Job Type</b>	Office Based
<b>Location</b>	Liverpool Central Library
<b>Disclosure and barring service (DBS)</b>	Not Applicable
<b>Job Evaluation Ref No</b>	

## Job Purpose

To be responsible for effective service delivery in the Liverpool Libraries Information and Archive Services and contribute to the planning, development and delivery of priority areas of the service citywide.

### Directly Responsible For:

1 Digital Archivist, 2 Research Officers, 2 Specialist Officers and 6 Library and Information Assistants

## Directly Responsible To:

Central Library Customer Services Manager

## Main Areas of Responsibility:

- Assist with the provision of an excellent Library and Archive service for Liverpool Residents.
- Specialise in a specific service area help to deliver a citywide service. Specific areas of service delivery include Archives, Conservation, Heritage, Schools, Research, Digital Service, Learning, Collections, ICT, Digital Technologies, Reference, Information, Workforce, Quality Accreditation, Standards and Facilities Compliance.
- Responsible for the management of the Liverpool Record Office within Liverpool Central Library and the delivery of public archives and heritage services.
- Liaise with Library Managers and Team Leaders, LCC departments and external partners.
- Assist with the planning and development of training programmes in specific areas to help deliver a quality Archive/Library service.
- Contribute to the development of relevant service and strategic plans.
- Represent the library service at appropriate meetings.
- Deputise for senior staff as appropriate.
- Provide relief cover duties when required.
- Participate in relevant Archive/Library projects as required.

## Supervision and Management Responsibility:

- Ensure appraisal and staff support activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development.

- Manage performance and behavioural issues effectively.
- Manage and deploy staff in a specific area including their appointment, training, mentoring, motivation, supervision, counselling, discipline, health, and welfare including attendance management.

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- To liaise closely with the other staff to assist with the proper management of relevant budgets which are used to deliver services to all sections of the public including minority and excluded groups.
- Exploring different options for funding and income generation.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents, and communities.
- To assist with any relevant consultation exercises with staff, public and partners.

## Physical Demands of the Job:

- Manual handling of library and archive materials and rare book collections.
- Use of small ladders/steps to reach higher shelves.
- Manoeuvring of manual book transport equipment.
- Operation of specialist archive equipment and technologies.
- Serving the public on an enquiry desk.

- Physical retrieval of large and small items from Archives and other storage areas within the building.

## Corporate Responsibility:

- Contribute to the delivery of the Council and City Plans.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency Level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualifications and training

### Essential

- Relevant formal qualifications or equivalent Archive or Library Service e.g. Chartered Librarian/Management/Archive/Conservation, or relevant experience of managing and planning the delivery of services in an archive, library, or heritage customer services environment (A,I)
- Demonstrate a willingness to undertake additional training (A,I)

## Experience

### Essential

- Effective financial management and budgetary control (A,I)
- Experienced in project creation and development in an archive, library, or heritage customer services environment (A,I)

### Desirable

- Current awareness and knowledge of the archive/heritage/library sectors
- Experience of working with health and safety legislation and policies

## Skills/Abilities

### Essential

- Good communication skills with the ability to communicate confidently and effectively with customers, suppliers and staff at all levels (A,I,P)
- Ability to effectively lead and develop a team including staff management and supervision (A,I,P)
- Research and information skills including Microsoft applications, library/archive management systems software and relevant specialist technologies (A,I)

### Desirable

- Ability to work within and meet deadlines
- Decision making abilities
- Ability to identify and respond to changes and opportunities

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to equal opportunities and its implication for the public library service
- Commitment to provide an excellent archive/library service

## Other

### Essential

- Demonstrate a willingness to work outside normal office hours (A,I)

### Desirable

- Demonstrate an understanding of the political environment and how to work effectively within it