

Job Description

Job Title	Senior Manager - Libraries and Information Services
Directorate	Neighbourhoods and Housing
Service Area	Libraries and Information Services
Grade	12
Competency Level	3
Salary	£66,750 - £74,019
Job Type	Agile
Location	Citywide
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9214

Job Purpose

- To provide strategic leadership to Libraries and Information Services to ensure that Liverpool City Council meets its aims, core values and business objectives
- To ensure that the Council's statutory duties are fulfilled in compliance with the Public Libraries and Museums Act, 1964

- To manage and develop strategy and practice to ensure the delivery of ambitious library provision, taking account of all relevant political, social, and resourcing factors

Directly Responsible For:

Development Managers

Directly Responsible To:

Divisional Manager Arts, Heritage, Libraries and Participation

Main Areas of Responsibility:

- To ensure the provision of a 'forward thinking, transformative and efficient' library service
- Accountability for the provision of services operated within the Libraries and Information Service
- The effective management, strategic direction, development and promotion of Libraries and Information Services in accordance with relevant professional standards and legislative requirements
- Contribute development and implementation of organisational strategies, policies, and practices
- Develop, facilitate, and encourage new and innovative partnerships to enhance service reach and delivery
- Manage, control and report on the performance of the service to senior officers and Elected Members
- Ensure that any regulatory / legislative requirements are met to ensure compliance with statutory obligations
- Attend committee meetings, deputise for Divisional Manager, other member bodies and such external groups as required

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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
- Ensure the effective management of Libraries and Information Services budgets, and effective discharge of PFI financial / contractual duties
- Ensure compliance with statutory requirements and with Standing Orders and Financial Regulations of Liverpool City Council
- Consideration taken to evidence best value and decision making
- Exploring opportunities to draw funding where appropriate

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents, and communities

Physical Demands of the Job:

- The post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- 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 3.

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

Qualification and training

Essential

- Educated to degree level or equivalent in a related subject area (A)
- Evidence of continuous professional development related to Libraries and / or associated sectors reflecting commitment to effective management in a large organisation (A)

Experience

Essential

- Provide evidence of significant senior management experience delivering public services in a Libraries and Information Services environment or related sector, and managing diverse teams and ensuring effective collaborative working practices (A/I)
- Evidence of significant budgetary management and development of a cost-effective organisation (A/I)
- Evidence of working in an environment where you have been instrumental in managing change successfully and leading and motivating staff in a demanding frontline service environment (A/P)
- Development and implementation of policies, practices, and procedures in line with current government legislation, local priorities and best practice (A/I)

Skills/Abilities

Essential

- Strong communication, networking and interpersonal skills. With the proven ability to lead and motivate teams and develop effective working relationships (A/I)
- Strong analytical and project management skills, with knowledge of strategy transformation, coupled with computer / keyboard and digital skills (A)
- Ability to engage strategic partners in the development of projects / proposals, with Awareness of commercial opportunities to raise income for the library service (I/P)

Desirable

- Experience of delivering successful presentations to local, regional and national audiences
- Management, preparation, and submission of diverse grant funding applications

Commitment

Essential

- Demonstrate an awareness of, and commitment to equal opportunities and customer care (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Demonstrate the ability to work as part of a team for effective service provision (I)
- Ability to work on own initiative (A)

Desirable

- Display a flexible approach to work patterns for effective service delivery