

Role Title: Stock Librarian

ROLE PURPOSE: To choose and order for the one countywide stock.		
Accountabilities	Measures of success	What you need to know
<p>1. Service delivery</p> <ul style="list-style-type: none"> • Ensure that Suffolk Libraries has the widest possible selection of new and backlist titles. • Apply expertise to ensure efficient stock choices and to make the most of economies of scale. • Meet targets for selection and acquisition individually and in cooperation with suppliers using their judgement, professional expertise and information gathered from feedback from library staff and users. • Devise and implement practice, guidelines, partnership agreements and performance for the efficient and effective circulation and borrowing of stock. • Monitor spending in areas of the Stock Team's overall responsibility for the one countywide stock. • Support the management of the allocated budget as directed. • Use resources creatively and flexibly to meet service needs. • Assist in the delivery of existing and new reader development initiatives. • Support frontline staff in managing stock within libraries, through site visits and training/advice. 	<ul style="list-style-type: none"> - Feedback from team members/ line manager - Contribution to service - Team performance - Service development 	<p>Qualified Librarian with excellent knowledge of the varying needs and demands of reading communities across Suffolk.</p> <p>Collection management and development knowledge and expertise.</p> <p>Customer and community involvement in stock selection and promotion.</p> <p>Solid understanding of resources to support literacy and learning for all ages.</p> <p>Good knowledge, understanding and an active interest in publishing</p>

<p>2.. Planning and service development</p> <ul style="list-style-type: none"> • Research and keep up to date on developments in publishing. • Maintain knowledge of relevant systems and technology to support delivery of library and stock management services. • Research and develop ideas that support innovative, strategic approaches to the delivery of stock management. • Assist in the identification and growing of new areas of delivery, including eBooks and other digital resources. • Assist in shaping strategies, service plans and business plans for Suffolk Libraries. 	<ul style="list-style-type: none"> - Feedback from community groups and other stakeholders - Personal effectiveness - Delivery of outcomes through partnership working 	<p>and technological developments, including digital.</p> <p>An innovative outlook and approach to library services.</p> <p>Proven track record of effective budget management.</p> <p>Strong IT awareness and skills.</p> <p>Effective communication skills across a range of contacts, including partners and customers.</p>
<p>3. Teamwork</p> <ul style="list-style-type: none"> • Participate as a member of the stock and content team, supporting colleagues and working collaboratively to develop Suffolk Libraries. • Work flexibly to support delivery across Suffolk Libraries. • Take ownership for own personal development. 	<ul style="list-style-type: none"> - Service delivered within budget and to agreed targets - Feedback from staff and managers - Service delivery performance indicators 	<p>How you act</p> <p>Team worker – You work collaboratively with your team to achieve better outcomes for customers.</p> <p>Partnership worker - You network effectively to build and use key relationships to support delivery</p>

<p>4. Partnership working</p> <ul style="list-style-type: none"> • Work with front-line staff, volunteers, customers and communities ensuring that there is local input to decision making on stock. • Work with project and service leads in Suffolk Libraries to ensure stock and content needs of library developments and services are supported. • Work with web and marketing teams, contributing to the promotion of library stock and content. Manage relationships with a range of external stakeholders, including suppliers. 	<ul style="list-style-type: none"> - Initiatives implemented - Take up rate - Customer feedback - Line Manager feedback 	<p>support delivery.</p> <p>Service deliverer – You focus on delivering a service that provides high quality stock for our Customers.</p> <p>Customer focused – you put customers’ needs at the heart of what you do.</p> <p>Resource manager – you find ways to use the resources available efficiently and continuously look for improvements.</p>
<p>5. Communicating Effectively</p> <ul style="list-style-type: none"> • Communicate with a range of stakeholders including customers, board members, volunteers, community groups and others who have an interest in the stock. • Respond effectively to comments and complaints from the public about stock and deal with complex enquiries from the public and suppliers. • Develop approaches for communicating on stock development within and outside the organisation to support business goals. 	<ul style="list-style-type: none"> - Feedback from stakeholders - Effective delivery of agreed outcomes 	
<p>Agreed by Job Holder..... Date.....</p>		
<p>Agreed by ManagerDate.....</p>	<p>Review due by</p>	

