

Job Description

Job Title	Central Library and Archives Manager
Directorate	Neighbourhoods and Housing
Service Area	Libraries and Information Services
Grade	9
Competency Level	2
Salary	£49,764 - £54,916
Job Type	Hybrid
Location	Liverpool Central Library
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9765

Job Purpose

The management, development, and control of a designated area of the library service to ensure delivery of a customer focused, cost effective and quality public library service.

Directly Responsible For:

Service Management Team



Directly Responsible To:

Libraries Strategy and Improvement Manager

Main Areas of Responsibility:

- Participate in fully embracing and developing corporate and central government initiatives, to enable the City Council to deliver its services with full public participation
- Provide an excellent library and archive service for Central Library
- Manage the service development of the designated area and involvement in service wide initiatives
- Responsible for managing the budget for the designated area
- Responsible for the line management of the designated teams, including recruitment, motivation, supervision, counselling / discipline and health and welfare
- Manage and monitor all staff training and development within the team and across the service
- Participate and be responsible for team leadership including communications, briefings and meetings
- Review and ensure the promotion of the area of service: internal and external, in liaison with Team Leaders
- Review and ensure services are delivered to quality and national standards, with continuous improvement
- Undertake and manage performance management processes ensuring they are in place to achieve corporate, service and team targets
- Delivery of services are customer focused by ensuring appropriate consultation and research activities are undertaken
- Identify and liaise with relevant individuals, groups, and organisations to fully exploit the potential of library resources

- Monitor the Facilities Management contract for Central Library ensuring a high standard of; cleaning; maintenance; security; best value; and ongoing liaison with all PFI partners
- To deputise for the Libraries Strategy and Improvement Manager when required
- Contribute to manage and represent the Service at appropriate meetings and negotiations
- Strive to work effectively as a member of the service management team for the benefit of the whole service
- Ensure effective links within the library service through joint working, initiatives, daily operations and cross over into community libraries
- Ensure the development of the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Monitor that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council, and 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
- 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 at the time of writing

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversation, 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
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explore different options for funding and income generation
- Include details of the value of budget / financial responsibility and what this budget should be use for

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 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

Qualification and training

Essential

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

Desirable

- Educated to degree level or equivalent in a related subject area
- Management qualification

Experience

Essential

- Previous experience of operating within a library service environment or similar (A,I)
- Extensive experience in a management or supervisory capacity (I,E)
- Experience of working with partners and contracts (A,I)

Desirable

- Expert level experience with Microsoft Excel, including macros, pivots, charts / graphs and data organisation required



- Provide financial analysis and support for the team
- Prepare ad-hoc financial analysis to support business line decision making

Skills/Abilities

Essential

- Ability to work with and harness the output from the team and other partners, coupled with honest communication skills including negotiating (A,I)
- Problem solving skills with a focus on new initiatives and policy roll out (A,I)
- Customer-focused (I)

Desirable

- Excellent planning and organisation skills
- Drive for results
- Analysis and decision making

Commitment

Essential

- Adaptable, flexible and capable of working as part of a team or as an individual (A,I)
- Able to attend evening Committee, public and other work related meetings (A,I)

Desirable

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

Other

Essential

- A working understanding of budget and finance systems (A,I)