

Job Description

Job Title	Library Stock Officer
Directorate	Neighbourhoods and Housing
Service Area	Libraries and Information Services
Grade	4
Competency Level	1
Salary	£26,409 - £30,060
Job Type	Office Based
Location	Liverpool Central Library
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A7548

Job Purpose

To provide assistance and support as part of the library stock team, assisting with all stock management process for the library service.

Directly Responsible For:

Not Applicable

Directly Responsible To:

Team Leader



Main Areas of Responsibility:

- To assist with all stock management processes including selection, acquisition, cataloguing, digitisation, security, editing, transfer and disposal
- To assist with cataloguing stock on the Library Management System and classifying non-fiction books using the Dewey Decimalisation System
- To promote and select stock for e-book and e-audio services and the promotion of other digitisation projects on Read Liverpool by answering queries and providing training where needed
- To contribute to the Library Social Media presence
- To identify stock for promotions and displays and assist library staff with stock selection. Assist with the preparation of items from the Special Collections for exhibition
- Support the System Team in running the Library Management system, gathering performance statistics, running queries and participating in future IT projects
- Participate in working groups and attend internal and external meetings as required, assisting with enquiries and resolving problems with internal and external partners
- Managing the Inter-Library Loans service and arranging for the loan and return of materials from the British Library
- Compilation of information leaflets, current awareness publications, reading lists, and the preparation of information in hard copy and electronically for use onsite and online
- Responding to enquiries from customers, including Have Your Say complaints, comments and compliments, using the full range of resources, in a positive and helpful manner
- To work flexibly across the library service assisting with stock management processes

Supervision and Management Responsibility:

- Involvement in the training of staff relating to stock and the Library Management system including regular site visits to support staff in stock and IT work
- Professional administration and the supervision of staff in the service area in the absence of the Team Leader

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

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 materials
- Manoeuvring of manual book transport equipment

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 1.

[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

- Relevant competencies or equivalent skills associated with NVQ level 3 (A,I)
- Demonstrate a willingness to undertake additional training (A,I)

Experience

Essential

- Library experience, handling stock and other resources (A,I)

Desirable

- Provide evidence of use of LCC financial management systems e.g. SAP

Skills/Abilities

Essential

- Effective interpersonal and customer care skills (A,I)
- To work and communicate as part of a team (A,I)
- Decision-making abilities (A,I)

- Ability to liaise effectively with outside agencies, other council departments in order to resolve problems arising through requisitions raised by the Library Service (A,I)
- Ability to identify and respond to changes and opportunities (A,I)

Desirable

- Ability to prioritise conflicting demands in a busy work environment

Commitment

Essential

- Provide evidence of commitment to equal opportunities and its implication for the public library service (A,I)
- Provide evidence of commitment to provide an excellent library service (A,I)

Desirable

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

Other

Essential

- Demonstrate a willingness to work outside normal office hours as required including weekends and evenings (A,I)
- Demonstrate a willingness to support events (A,I)
- Demonstrate an understanding of the political environment and how to work effectively within it (I)

