

A stylized map of Scotland is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. The top row of triangles is blue, yellow, green, and pink. The bottom row consists of a light orange triangle and a light purple triangle. The background of the top of the page is dark grey.

Recruitment Pack for

Head of Libraries

Hours: 37 hours per week
Location: St Mary's Mill, Selkirk
Closing Date: 30th April 2024
Job Ref No: 0803
Salary: Grade 11 £42,934 - £46,500
(£22.25 – £24.10) - this will increase in April

This pack includes details about our organisation to assist you with your application:

- Job advert
- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

If you would like to apply for this post, all you need to do is click [here!](#)

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.



Job Advert

Are you an inspirational library leader?

We're looking for an experienced, enthusiastic, and committed leader to manage and develop library services in the Scottish Borders

You will be customer focussed and able to contribute to the development of the library offer across the region. Experience in leading frontline library teams and being focused on excellent customer services and meeting community need is essential. As is dealing with a variety of stakeholders whether they are a customer, a CEO or a councillor.

Live Borders is the charitable trust delivering cultural, learning and library services on behalf of Scottish Borders Council. At the heart of Live Borders is a commitment to making our communities **healthier, happier and stronger**, and this is a role where you will be able to make a **real difference** to our customers and communities.

Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title:	Head of Library Services
Directorate:	Managed Services, Connected & Creative Communities
Reporting to:	Connected and Creative Communities Manager

Job Purpose:

This post is the lead specialist for the libraries service, responsible for the successful management, development and delivery of library services by working effectively with wider development and delivery colleagues and working with partners both locally and nationally. The post will effectively lead, influence and develop library service plans, undertake business planning and staff and resource management in line with the Live Borders strategy.

Key Accountabilities:

1. To lead and manage the libraries service, delivering a wide range of services which address reading, literacy, learning, social wellbeing, economic wellbeing and digital inclusion across the Scottish Borders whilst identifying the demand for what Live Borders Libraries will offer in the future.
2. Overall responsibility for the future development of the Library Service including 6 libraries, outreach provision via x3 Mobile Library vehicles and library services across 5 Library Contact Centres, ensuring effective delivery of library support functions, encompassing outreach and engagement and digital resources provision.
3. Providing leadership, management and professional advice on all relevant issues in relation to areas of responsibility to staff, senior officers, Live Borders executive team and others as appropriate
4. Undertake business planning, staff and resource management up to £1.1m per annum.
5. Managing direct reports ensuring that all aspects of recruitment, line management, work plans, monitoring of performance, appraisal, discipline, sickness/absence management and personal development of staff are managed in line with Live Borders policies and procedures.
6. Ensuring that all statutory and mandatory obligations are met in relation to the safe operation of and use of facilities, equipment and vehicles used by staff, residents and visitors.
7. To support the development of a *Future Library Service project*, aligned to the Live Borders strategy and national strategies and themes and future service delivery is shaped by identifying current opportunities, changes and gaps
8. Participate in the budget setting process, manage and monitor allocated revenue budget working within Live Borders financial regulations and procedures and assist the Connected & Creative Communities Manager in the preparation of national and other funding applications, developing and managing service initiatives and funded projects with other senior managers.
9. Develop and implement any library capital projects as appropriate in conjunction with the Property and Assets Officer.
10. Support the review of existing Service Level Agreements (e.g. library services in the integrated library contact centres and school libraries), Fleet Management plans on an ongoing basis, liaising with Scottish Borders Council staff at regular intervals, actively promoting and representing the interests of Live Borders in relation to Library Service activities.

11. Maintain current awareness of developments in other sectors and service at a national level, e.g. SLIC (Scottish Libraries Information Council), CILIPS (Chartered Institute of Public Libraries Service) and practices in other Trusts and within the industry, which have a bearing on the provision of library and information services to the community e.g. reducing inequalities, support for job seekers, services for older people, lifelong learning and adopt best working practices wherever relevant, recommending and presenting business cases as required, and ensuring that services evolve and develop to meet the needs and demands of clients, in line with Live Borders aims and objectives
12. To make recommendations, drawing on best practice and quality improvement models research and case studies from national bodies, local authorities and other Trusts nationally and internationally.
13. Lead and prepare applications for specific projects which are externally funded, developing and exploring avenues of potential sponsorship and other forms of commercial activity to acquire and establish new sources of income, with guidance from the Senior Creative Development and Funding Officer.
14. Participate in the budget setting process, manage and monitor allocated budget working within Live Borders financial regulations and procedures
15. Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders profile.
16. Comply with, and ensure compliance with, all Live Borders policies and procedures.
17. Promote equal opportunities in service delivery and management of staff.
18. Ensure services meet Health and Safety standards established by Live Borders.
19. Manage and co-ordinate the team, including setting standards of performance and work targets, and providing guidance, support and training as required.
20. Undertake a full range of line management responsibilities including recruitment, induction, appraisal, training and development, absence management, performance, discipline and grievance.
21. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received
22. As a manager you must ensure that employees must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out.
23. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

Outline of Duties:

- Oversee and develop the standard and performance of the library services for Live Borders including the provision of buildings-based, mobile and outreach library services
- Manage, support and inspire a high standard of customer service provision and culture of development and improvement across the staff team
- Ensure that operational library service delivery priorities are translated into cost effective, risk managed and innovative plans
- Manage and report on budget for library services, monitoring performance and leading the team to engage and develop income generating activities to meet targets
- Assist in the preparation of annual operating targets setting for library services, manage and monitor and report on these targets against the Live Borders strategy objectives

- Lead and encourage teams in the development of innovative and of new services that will grow footfall, income, delivery of outcomes and evidence of impact across library services
- Ensure effective processes, systems and standards for the operation of the libraries services making effective use of wider colleagues
- Take a leadership approach to capturing and utilising management information, case studies and market/sector trends to base and guide decision making and allocation of resources
- Oversee resources and process management of the book stock and the mobile library service
- Work with wider colleagues to propose changes and developments including outreach work/pop up services, collaborative work with Live Borders colleagues and external partners/funders to fit with business needs, growth and sustainability plans and in line with customer needs.
- Liaise with SBC and Live Borders colleagues to ensure governance in relation to Service Level Agreements for schools and contact centres, management rules, and any public consultation requirements
- Assist in the creation, development and implementation of library capital projects
- Prepare, submit and implement funding applications/action plans and Service Level Agreements
- Engage and liaise with marketing colleagues to develop and manage marketing activities and activities to continually promote the available services and impact of services across the Borders
- Support delivery staff to ensure stock and service provision across all service points meets the needs of service users within the local area

Other details:

Requirement to work out of hours or weekends – not normally. However, the service operates 6 days per week therefore you must be prepared to address any emergency situations should they arise

Requirement for PVG check - none

Note: the salary/pay of all posts within Live Borders will be subject to a further review and evaluation.

KEY

A - Application

I – Interview

R– Reference

T - Test

PERSON SPECIFICATION

EDUCATION			
ESSENTIAL		DESIRABLE	
Professional qualification in librarianship, Library Chartership library and information management or information science, or degree in any discipline with post graduate qualification in Librarianship and / or library and information management	A	Evidence of relevant CPD	A
Substantial post qualification experience in a professional library post, including management of teams, staff and budget management and principles – minimum 3 years' experience	I		
EXPERIENCE			
ESSENTIAL		DESIRABLE	
Experience of proposing, developing and implementing improvements and introducing new ideas to improve service performance	A		
Experience of change management	I		
Experience of fostering and building effective partnerships	I		
SKILLS AND KNOWLEDGE			
ESSENTIAL		DESIRABLE	
Substantial knowledge of processes and systems and high level operational, procedural, legal and practical issues relating to Libraries – minimum 3 years' experience (e.g. stock management, digital participation, outreach programmes, fleet management)	A		
Knowledge of current trends and developments in librarianship and across the library sector	I		
Highly developed IT skills	I		
Previous experience of project management, typically with durations of up to one year	I		
Ability to propose, develop and implement improvements and introduce new ideas within the Service Unit Plan and to make clear, informed and timely decisions with a proactive, can do attitude	I		
Ability to apply and work on own initiative to overcome operational specific service related issues	I		
Strong analytical and report writing skills, including the gathering, analysis and presentation of data and the	I		

ability to apply a structured approach to problem solving			
---	--	--	--

SUMMARY OF CONDITIONS OF SERVICE

- Location:** **St Mary’s Mill, Selkirk** (colleagues may be required to work at any Live Borders site during their career with us).
- Hours of Work:** **37** hours per week worked as agreed with line manager
- Payment Method:** Paid monthly on the last banking day of each month.
- Annual Leave:** Up to 2 years’ service = 30 days (pro-rata for part time)
Increases by an extra day after completion of two years’ service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
- Public Holidays:** 4 designated public holidays per year (pro-rata for part time)
- Notice Period:** 4 weeks, as detailed in any offer of employment
- Pension:** Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years’ service.
- Equal Opportunities:** Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
- Sickness Allowance:** Employees with less than 6 months’ service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months’ service (when the sickness commences) and starts from 5 weeks’ full pay/ 5 weeks half pay and increases to a maximum of 26 weeks’ full pay/ 26 weeks half pay after 5 years’ service.
- Presentation:** Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
- Other Benefits:** Free access to all our sports facilities
Cycle To Work Scheme
Access to ASVA
Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.