



<b>Job title:</b>	Library Supervisor
<b>Bristol grade:</b>	BG9
<b>Managed by:</b>	Library Group Manager
<b>Responsible for:</b>	Library Assistants
<b>Directorate:</b>	Growth and Regeneration
<b>Service area:</b>	Library Service

**Purpose of the job**

To supervise the day-to-day delivery of a high quality library service through one or more libraries. To ensure delivery of activities on Library Service plans in order to meet agreed targets.

**Key job outcomes/accountabilities**

- Supervise the day-to-day running of the libraries; recruit, train, manage and motivate staff and manage performance in order to ensure the highest level of customer service.
- Encourage and assist the public and communities to gain maximum benefit from the library building, resources and facilities, enabling them to utilise equipment and resources for themselves wherever possible, both with and without staff present.
- Respond to requests and enquiries or complaints (using in-depth research where appropriate) which are made either face-to-face, by email, in writing or by telephone, referring to senior staff where appropriate.
- Work with the Library Group Manager to develop and implement local priorities and service plans.
- Support, work with and supervise volunteers and partners when they are working in the libraries.
- Undertake administrative functions associated with the libraries including letting of library space, cash handling, banking, maintaining financial and human resources records and providing statistical returns as required.

### **Key job outcomes/accountabilities**

- Work with the stock team to organise, maintain and promote stock and to recommend areas for development in order to ensure it meets a high standard of quality and to increase usage.
- Work with Library Development Officers, community organisations, partners and library community groups to develop, deliver and promote services and activities that meet local priorities and service plans.
- Ensure public areas are well presented and are a safe environment for customers and staff, and carry out procedures to ensure compliance with all relevant Bristol City Council Health & Safety policies.

### **Additional information**

- Post holders must be willing and able to work regular evenings and weekends and occasional public holidays to meet the needs of the service as required.
- Must be able to work in a variety of localities and in different libraries as the service requires, and willing to travel to any location in the city as required, within the provisions of the Bristol Contract.
- Please note that this role is subject to an enhanced DBS check.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example: Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note: this is not a comprehensive list.