

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

<b>Job title:</b>	Library Assistant
<b>Bristol grade:</b>	BG7
<b>Managed by:</b>	Library Supervisor/Librarian/Library Group Manager
<b>Responsible for:</b>	No direct reports
<b>Directorate:</b>	Growth and Regeneration
<b>Service area:</b>	Library Service

**Purpose of the job**

Assist the public to gain maximum benefit from the Library Service and its facilities, and to deliver a high quality service. To deliver activities from the Library Service plans in order to meet agreed targets.

**Key job outcomes/accountabilities**

- Encourage and assist the public and communities to gain maximum benefit from the library building, resources and facilities, enabling them to use equipment and resources for themselves wherever possible, both with and without staff present.
- Respond to requests, 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 Library Development Officers, external organisations, and community groups to deliver and promote services and activities that meet local priorities and service plans.
- Deliver and support library activities, such as baby bounce and rhyme, storytimes and class visits.
- Assist in the processing, organisation and proactive promotion of stock and services to meet usage targets.
- Handle cash and other receipts, and assist with recording, balancing and banking as required or directed.

### Key job outcomes/accountabilities

- Assist in the training and supervision of newly appointed library assistants, sessional staff, work experience placements and volunteers.
- Provide support to the public in their use of IT resources and systems, including Bristol City Council services and information online.
- To take charge of the help desk or branch in the absence of senior staff, as appropriate.

### 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.