



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

Library Assistant

Post Reference Number:

Date of Job Description: January 2023

Version:

Grade	Grade 4
Location	Various
Group	Community and Children's Services
Division	PHP and Community Services
Department/Section	Community Services
Team/Sub Section	Library Services
Responsible to	Branch Librarian
Posts reporting to this post	None
DBS Required	Enhanced with Barred List(s) DBS check

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 26 days holidays (pro rata, increasing to 31 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

To assist in the day-to-day operation of a branch library. Work also includes assisting in services and special events to promote use of the branch library and related work as required. You will be required to work at other Rhondda Cynon Taf Libraries at short notice.

What you will deliver:

1. Core services to clients

(Under the direction of the Appropriate Line Manager:)

Carry out general library duties with particular emphasis on:

- The operation of the circulation system appropriate to the service point.
- Assisting clients to make best use of the library service;
- Assisting clients to make best use of the library services ICT resources;
- Providing an efficient and effective request service;
- Providing advice and assistance on library resources within or without the service.

What you will deliver:

Ensure that all services are provided to consistently high standards and comply with current library policy and procedures.

Ensure that resources are maintained in good condition and arranged according to stock policy and agreed procedures.

Carry out procedures associated with the collection of statistics and maintain file systems as required.

Assist in promoting and marketing the library as the hub of learning, information, leisure and culture in the local community.

Provide the first response to comments and complaints from the public within the guidelines of the Library Services complaint procedure.

2. Premises and Administration

Ensure the building is opened and secured in the absence of more senior staff.

Comply with Health and Safety requirements for the benefit of staff and clients. Notify the appropriate officer of any major issues promptly.

Carry out financial procedures and record keeping in accordance with Finance policy.

When required ensure that a booking system for facilities used by community groups is in place.

Maintain library guiding, signage and publicity.

Ensure that the library environment is safe, comfortable and welcoming for clients.

Any other duties relevant to the grade as required by the Library Services Senior Management Team.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via

What you will deliver:

the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Good standard of education	ECDL or equivalent
Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills .	An ability to communicate through the medium of Welsh Level 2 to Level 5.

Experience:

Essential	Desirable
	Experience of working within a library service or information service environment

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 <input checked="" type="checkbox"/>	Welsh Language Level 2 <input checked="" type="checkbox"/>
<i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i>	Welsh Language Level 3 <input checked="" type="checkbox"/>
Welsh Language Level 2 <input type="checkbox"/>	Welsh Language Level 3-5 <input checked="" type="checkbox"/>
Welsh Language Level 3 <input type="checkbox"/>	Welsh Language Level 4 <input checked="" type="checkbox"/>
Welsh Language Level 3-5 <input type="checkbox"/>	Welsh Language Level 5 <input checked="" type="checkbox"/>
Welsh Language Level 4 <input type="checkbox"/>	
Welsh Language Level 5 <input type="checkbox"/>	
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	Frontline & Customer Care Staff
Competency Areas	Competency behaviours and values
Working with Others	Knows the role of other teams and individuals and uses this to help resolve Service Users' issues Makes use of other team members' strengths to resolve issues
Communicating Effectively	Passes on accurate information to other service areas Thinks about and consistently uses the most appropriate form of communication
Meeting Customers' Needs	Always puts the Service Users' needs first Goes and finds the correct information if they can't provide it personally
Demonstrating Technical Ability	Demonstrates excellent levels of computer skills Demonstrates excellent levels of numeracy

Achieving Results	<p>Takes initiative and can work without close supervision</p> <p>Is flexible about re-arranging priorities to account for changes and new information</p>
Maintaining Safety and Well-being	<p>Takes responsibility for complying with all relevant H&S procedures and legislation</p> <p>Anticipates and reports any risks and faults to the correct people quickly</p>
Demonstrating Professionalism	<p>Demonstrates a positive and confident attitude</p> <p>Is willing to work in different locations and in different sections if required</p>

Special Conditions and Professional Requirements

N/A