Part Time Library Assistant - HMP Birmingham

£19,238 - £24,717 pro rata

Prison Library, HMP Birmingham, Winson Green Rd, Birmingham, B18 4AS

Working 12 hours per week - Mondays, Tuesdays and Thursdays, 8.30am – 12.30pm

The Prison Library Service at HMP Birmingham requires a Library Assistant to undertake a wide variety of duties including delivering an efficient and effective front line customer experience, assisting with communication, outreach and promotional activities including visits, events, displays and much more.

The role will involve assisting with monitoring and evaluation of service provision including the collection and collation of statistical information. You will also provide a basic behaviour management function, working closely with members of the establishment including prisoners and staff.

You should be able to undertake a wide variety of library work to a competent level using your own initiative at the relevant times. You will need to be highly motivated, working to strategic targets delivering projects and services to a unique section of society.

Knowledge of library work would be preferential.

Contact Chris Dolby (Library Manager) for any informal discussions on 0121 598 8145.

Ref: PL0672017

Closing date: Friday 17th February 2017

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

Job Title: Library Assistant, HMP Birmingham

Grade: GR3

NO Of Posts: 1

Division: Library of Birmingham

Section: Prison Library Service

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES

1.0 JOB PURPOSE

1.1 To support the Prison Library Manager at HMP Birmingham to deliver an effective and efficient day to day library service to the prison population.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To deliver an efficient and effective front line customer experience

2.2 To take reservations and deal with requests for stock.

2.3 To ensure that enquiries are handled efficiently and effectively within published guidelines and procedures.

2.4 To provide support and assistance to customers with study and information retrieval skills.

2.5 Identification, selection and acquisition of new resources, relevant information and collection development.

2.6 To assist with the sorting, cataloguing and indexing of resources and the repair and maintenance of stock

2.7 To support the Prison Library Manager with outreach and promotional events and activities including visits, reading groups, displays and similar activities.

2.8 To assist the Prison Library Manager with service monitoring and evaluation, including the collection and collation of statistical information.

2.9 To provide a basic behaviour management function escalating to Prison Custody Officers, Prison Library Manager or the relevant department where appropriate.
2.10 To be responsible for operational matters in the absence of the Prison Library Manager or HMP Birmingham staff.

2.11 To attend appropriate meetings to ensure effective communication between the Prison Library Service and HMP Birmingham departments.

2.12 To undertake relevant training and maintain an appropriate level of knowledge and expertise to ensure effective performance in the post.

2.13 Any other duties commensurate with the grade of the post that may, from time to time be required.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

Prison Library Manager

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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5.0 SPECIAL CONDITIONS

5.1 Hours:

12 per week

5.2 Workplace:

Prison Library at HMP Birmingham
5.3 **Disclosure and Barring Service (DBS) Check**

The post holder will be subject to a Disclosure and Barring Service (DBS) Check.

5.4 **Equality/Diversity**

Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity and be aware of equality and diversity issues in day to day service delivery.

5.5 **Sustainability**

Contribute to the City Council’s Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.

5.6 **Health & Safety**

Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.
**Place Directorate**

**Person Specification**

**Post:** Library Assistant, HMP Birmingham

**Division:** Library of Birmingham

**Directorate:** Place

**Grade:** GR3

**Section:** Prison Library Service

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**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong>&lt;br&gt;NB: Full regard must be paid to overseas qualifications.</td>
<td>1. To be sufficiently competent in literacy and numeracy and be proficient in ICT to enable the post holder to perform the relevant duties of this role.</td>
<td>AF, I</td>
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<tr>
<td><strong>Experience</strong>&lt;br&gt;(Relevant work and other experience)</td>
<td>1. Experience of working within a service delivering front line customer service such as dealing with enquiries; provision of advice &amp; guidance; demonstrating online &amp; digital resources.</td>
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<td>2. Experience of working in a diverse community.</td>
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<td>3. Experience of the education of customers in study, retrieval and information navigational skills; assisting with outreach and promotional activities.</td>
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<td>4. Knowledge of standards of behaviour and experience of successfully managing those who are not adhering to them.</td>
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<td>5. Demonstrates previous responsibilities in administrative support e.g. copying of various materials, sorting &amp; cataloguing, information retrieval and collation, content creation.</td>
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<td>6. Experience of working in a manner which reflects BCC’s Equal Opportunities commitment.</td>
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<td>7. Experience of supporting programmes or projects related to the relevant portfolio.</td>
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<td>Skills &amp; Ability</td>
<td>1. Demonstrates a commitment to producing work which is error free.</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>2. Demonstrates a positive attitude to working with offenders and the requirements of working in a secure environment.</td>
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<td>3. Ability to maintain confidentiality at all times.</td>
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<td>4. Successfully follows processes and procedures – is able to achieve tasks and activities (delegated to them) to a set standard and within the specified timescale. Anticipates what needs to be done next and will undertake without reminding.</td>
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<td>5. Ability to manage working relationships with relevant partners to deliver overall service objectives and to create greater understanding of work commitments, including prison staff, prisoners and colleagues from external agencies.</td>
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<td>6. Takes responsibility for developing own skills and knowledge to ensure optimum contribution to service development.</td>
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<td>7. Ability to operate flexibly, understanding the requirement to change priorities and/or working hours according to the needs of the service.</td>
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<td>8. Demonstrates a positive attitude to literacy, reading and reading development.</td>
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<td>Training</td>
<td>Shows evidence of continuous personal and professional development, demonstrating a positive approach to training.</td>
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<td>Other</td>
<td>All staff are expected to <strong>understand</strong> and be <strong>committed</strong> to Equal Opportunities in employment and service delivery.</td>
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