

## JOB NOTICE

***A visible, accessible and inclusive Library Service at the heart of communities***

**Applications are invited for the following *temporary* post**

<b>Job Title:</b>	Temporary Branch Library Manager (Job Ref: 1811/72 PAR)
<b>Grade:</b>	Executive Officer (NJC Points 18-25)
<b>Salary:</b>	£18,870 - £23,111
<b>Hours:</b>	36 hours per week.
<b>Duration:</b>	temporary until 31 March 2019, subject to review dependent on business need. Please note this post may be extended, made permanent or terminated for any valid reason
<b>Location:</b>	Coleraine Library

The closing date for receipt of applications is not later than

**2:00pm on Thursday 24 January 2019**

### **Job Purpose**

Under the direction of the Line Manager to supervise the service points on a day-to-day basis and provide direct services to the public; to assist in the development of the service to meet the learning, information, leisure and cultural needs of the local community.

### **Essential Criteria**

Applicants must provide clear evidence that they meet the following essential criteria in the completed application form and, if necessary, at interview:

### **Qualifications and Experience**

1. a minimum of two GCE A levels OR equivalent or higher qualification PLUS a minimum of two years' experience in a public, academic or specialist library within the last seven years

#### **OR**

a minimum of three years' experience in a public, academic or specialist library, within the last nine years

2. experience of contributing to the promotion and delivery of library services to a diverse range of people, including children and older people, in a face to face environment
3. experience of using current Information Communication Technology (ICT) systems/applications in an information and learning context
4. experience of partnership working OR working collaboratively with others
5. experience of working in a team environment
6. ability to work a mix of mornings, afternoons, evenings and weekends, both at base and in other service points as required
7. have no criminal record which would prevent working with children and/or adults at risk.

**Full details of the essential requirements of the post are detailed in the Personnel Specification. The panel reserves the right to enhance the criteria if necessary**

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Further information and application forms are available from Libraries NI HR Department either by email: [LNIHRQueries@librariesni.org.uk](mailto:LNIHRQueries@librariesni.org.uk) or telephone: 028 3839 9466