Scottish **Poetry** Library

Bringing people and poems together

Job Opportunity: Head Librarian (6 months, fixed-term)

The Scottish Poetry Library is offering a six months fixed term opportunity for the role of Head Librarian. This role may suit a librarian seeking a career development break (sabbatical).

- **Salary: £25,000 per annum**
- **Closing date for expressions of interest: Friday, 18th January 2019**
- **Interviews dates: week beginning Monday, 28th January 2019**

The Scottish Poetry Library is seeking a motivated and innovative individual to join its small but dedicated team as our temporary Head Librarian to manage and develop our physical and digital collections, and library service staff. The successful candidate will be a professionally qualified librarian. A commitment to providing high-quality customer services to develop a welcoming environment is important. Candidates should be able to demonstrate an affinity for and understanding of the cultural, social and wellbeing benefits brought about by public engagement and participation with poetry and poets.

The SPL has recently undertaken a review of its library service, and the role and tasks of library staff in particular. As a result the successful candidate will be able to help shape how the library service will deliver to the ambitions of our business plan and support our values of being welcoming, being compassionate and transforming lives through poetry. We have recently launched a new website and will be seeking to further promote out collections and resources digitally.

To apply: Please send your CV with a covering letter to Asif Khan, SPL Director at asif.khan@spl.org.uk

If required, please have permission of your line manager before expressing an interest in the role.

Website: www.scottishpoetrylibrary.org.uk

Job Description

Job Title	Head Librarian
Reports to	Director
Contract	Fixed Term (6 months)
Salary	£25,000 per annum
Place of Work	Scottish Poetry Library, 5 Crichton's Close, Edinburgh EH8 8DT
Hours of Work	37 hours per week
Leave Entitlement	38 days, including 10 public holidays
Pension	2 per cent employer's NEST scheme

Role Summary
Responsible for public access to the Library's Collections and physical and digital services. They develop a high-quality, customer-focused and welcoming environment.

Specific Responsibilities

1. Manages and develops the library's physical and digital collections and archive resources in line with SPL Business Plan, Annual Plan and Digital Strategy.

2. Leads on the delivery of library customer services, working with the Head of Operations & Deputy Director to provide supervision, appraisals and training and development support for staff. Line management responsibility for the Assistant Librarian, Administrator, Library Assistant, and Library Services Officer (Saturday).

3. Manages with the Librarian the cataloguing and indexing of new acquisitions and special items.

4. Manages and develops SPL's Library Management System and associated borrower services.

5. Manages and develops the SPL's online resources relating to the collections and borrowers.

6. Supervises and develops training opportunities to specialist volunteers (e.g. cataloguers) and placement students.

7. Works with the Librarian to programme exhibitions and support group visits and tours.

8. Any other reasonable duties as required to support the effective and efficient operation of SPL.

Person Specification
Qualifications/Professional Membership

Essential
- Professional qualification in a library/information related subject via various CILIP-approved routes, e.g. MSc. Information and Library Studies, MA Library and Information Services Management.

Desirable
- Evidence of Continuing Professional Development, such as working towards one of the following:
  - Chartered membership of CILIP.
  - A management qualification, e.g. Institute of Leadership and Management (Level 2 or above).

Knowledge/Skills/Experience
Essential
- Experience of working in a library/information environment.
- Excellent IT skills and aptitude with experience of Library Management Systems (eg KOHA).
- Able to work with complex database systems with experience of extracting, and manipulating data to produce reports.
- Experience of managing/supervising and developing staff – e.g. 1 to 1s, appraisals.
- Experience of stock selection and acquisition.
- Experience of collections management.

Desirable
- Knowledge and appreciation of poetry, and the work of Scottish poets in particular.
- Demonstrates an awareness of the commercial and financial environment of arts organisations.
- Demonstrates an understanding of excellent customer service.

Competencies
Essential
- Able to support, guide and encourage others in the team to achieve individual and team objectives. Demonstrates respect for others, fairness, equality, tolerance and openness.
- Can prioritise own workload to achieve required goals and supports team members to manage tasks efficiently and effectively.
- Strives to improve efficiency.
- An openness and commitment to embracing new technology and approaches that will improve the library's service offer

Scottish **Poetry** Library

Organisation Chart

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                          Director
                          37 hours
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        Head Librarian              Head of Operations
          37 hours                  (Deputy Director)
                                        37 hours
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Head Librarian — 37 hours:
- Assistant Librarian — 37 hours
- Administrator — 30 Hours
- Library Assistant — 20 Hours
- Library Services Officer (Saturdays) — 7 hours

Head of Operations (Deputy Director) — 37 hours:
- Projects Co-ordinator — 21 hours
- Marketing & Communications Manager — 37 hours
- Events & Volunteers Manager — 28 hours
- Learning & Engagement Co-ordinator — 37 hours