

Chief Librarian (Head of Service for Library & Information Services)

Department:	Children, Young People, Education and Skills	
Section:	Jersey Library	
Reports to:	Chief Officer, CYPES	
JE Ref:	CYP1143	
Grade:	CS14	JE Date: 19/07/2023

Job purpose

To provide strategic and operational leadership for Jersey Library Service. The post holder will lead on the strategic business and financial planning, as well as monitoring the delivery and performance of CYPES against agreed objectives.

To be accountable for leading the delivery of the CYPES operational strategy to ensure provision of a comprehensive and efficient library services for those living, working, or studying in Jersey.

Job specific outcomes

1. Lead the development and delivery of the department's strategic operational delivery plan, introducing new and innovative strategies and ways of working to maximise the organisational efficiency of services offered.
2. Brief the Chief Executive, Chief Minister and Council of Ministers, providing the data and analysis required to make informed priority, policy and resource allocation decisions, to manage performance against Government Plans and to hold internal and external providers to account. This will result in an improvement of the government's impact on the delivery of CYPES services.
3. Lead as the department's liaison with other GoJ departments in government-wide corporate improvement schemes to support those initiatives and ensure CYPES own work is fully aligned to them.
4. Implement and develop effective, multi-agency links, joint working and processes, including investigating, developing and negotiating commercial or trust sponsorship to enhance funding available to library services and the development of new initiatives.
5. Ensure that systems, processes and information flows provide effective monitoring and early warning of potential risks to service quality and partnerships and identify where intervention is required to maintain high quality outcomes.

6. Provide strong operational and professional leadership to ensure that library services are working to recognised standards, and that professional duties are discharged effectively.
7. Champion the department's vision and plans, acting proactively to engage with stakeholders to build and sustain buy-in to the department's modernization programme, and to deal with complex and competing priorities that deliver outcomes to meet service and business objectives.
8. Drive the transformation of library services, working closely with the Chief Advisors and Strategic Directors, to ensure the developing provision of a comprehensive and efficient service.
9. Lead on the development of clearly defined professional and business management frameworks within which professional leaders and managers can improve the performance of their services.
10. Lead as the point of expertise and a specialist in relation to matters of an operational and professional nature at key leadership meetings and other external/local system partnership forums involving external partners, including other jurisdictions.

Statutory responsibilities

The States Employment Board shall appoint a person under the Employment of States of Jersey Employees (Jersey) Law 2005 as the Chief Librarian.

(2) The Chief Librarian shall be the administrative head of the Jersey Library, and is responsible to the Minister for its proper management.

Public Library (Jersey) Regulation 2007

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

Jersey Library Service aims to inspire lifelong learning, support health & wellbeing and enrich the island's economic and cultural life through the management of outstanding collections and the provision of services that support customers to access libraries and realise their potential.

With over 44,000 active members and around 350,000 visits per annum the Library Service focuses its work through six key strategic offers;

- Reading
- The Children's Promise
- Information, Digital & Learning
- Culture & Creativity
- Health & Wellbeing
- Enterprise

The Chief Librarian is responsible for ensuring the continuing development and delivery of these goals, whilst introducing new and innovative strategies and ways of working to maximise the organisational efficiency of services offered. The Chief Librarian is expected to initiate and assist in the development of policies and services to help underpin literacy, learning, cultural creativity, health & wellbeing and enterprise. This involves working closely with colleagues across the Government of Jersey, as well as partners within the third and private sector. It is also essential for the Chief Librarian to play an active part within UK and international professional networks, to ensure the Library Service remains (and indeed sets) national best practice.

The Chief Librarian is also responsible for the effective development and delivery of the Cultural Diversity Network and the International Cultural Centre.

The Cultural Diversity Network and the International Cultural Centre exist to celebrate the richness of Jersey's increasing cultural diversity and to help meet the challenges involved in building a strong and integrated multicultural community, where everyone feels they belong and can contribute. In particular the ICC aims to;

- 1) Provide advice, support and information to those who are from other places or have cultural backgrounds originating outside Jersey (around 20% of the population).
- 2) Encourage Islanders from all backgrounds to come together and celebrate their unique identities - through festivals, events, projects and gatherings.
- 3) Share and celebrating Jersey's own rich history, culture and customs.
- 4) Grow understanding of the barriers to equality, integration and social cohesion that may exist, and developing initiatives to overcome those barriers.

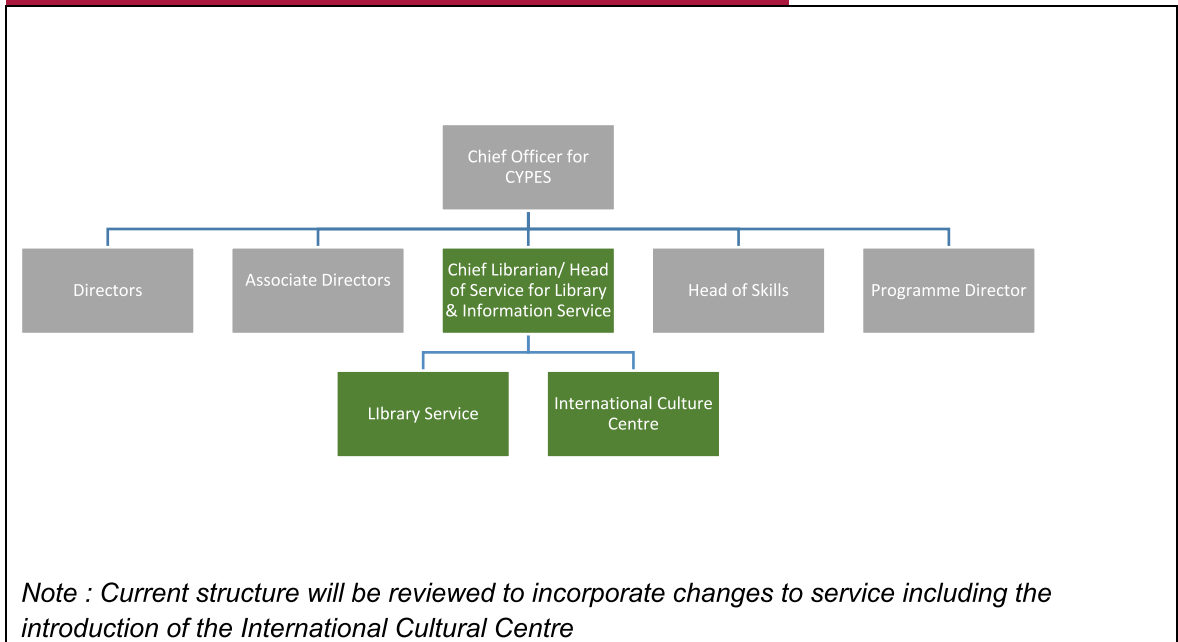
With headquarters and staff team at the Jersey Library, the Network and Centre work with a network of community groups, charities, venues, government services, honorary consuls, workplaces and faith groups to create an International Cultural Network – celebrating cultural diversity and enhancing access and inclusion for everyone.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Post graduate degree in a relevant discipline i.e. librarianship or information science.</p> <p>A formal management qualification is required at postgraduate level (Level 7) or equivalent level of experience.</p> <p>Chartered membership of the Institute of Library and Information Professionals (CILIP).</p>	
Knowledge	<p>Highly developed specialist knowledge across the range of work procedures and practices, underpinned by theoretical knowledge and relevant practical</p> <p>Knowledge of how to drive and embed organisational change and to embed new ways of thinking in support of change business change and continuous improvement.</p> <p>Clear knowledge and understanding of the public sector in Jersey including current initiatives and the role of the department within the wider States of Jersey.</p>	<p>Knowledge of Government of Jersey structures and central SoJ project management processes</p>
Technical / Work-based Skills	<p>Ability to create a network of support to build and sustain momentum for change</p> <p>Analytical skills to understand highly complex problems or situations, select the appropriate approach to resolve the problem</p> <p>Ability to turn strategy into reality and plan a highly complex programme of work considering interdependencies, resource and cost implications.</p>	<p>Media training</p>

	<p>Experience managing large complex budgets, be able to interpret financial reports, identify and deliver savings and present information to Directors and delegate to senior managers and teams as appropriate.</p> <p>Demonstrable skills using a range of IT packages such as Microsoft Word and Excel</p>	
<p>General Skills/Attributes</p>	<p>Provide, receive and analyse highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.</p> <p>Ability to negotiate on difficult and very complex issues.</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations.</p> <p>Able to operate effectively with senior stakeholders of the respective merits of different options, innovation and new opportunities.</p> <p>Ability to work in politicised environment.</p> <p>Problem solving skills and ability to respond to sudden unexpected demands</p> <p>Able to provide effective management of people and resources, and / or project team management to achieve complex or high priority objectives and develop others personally and professionally.</p>	
<p>Experience</p>	<p>Evidence of post qualifying and continuing professional development.</p>	

	<p>Experience of delivering transformation.</p> <p>Significant experience of leading services at a senior level in a related discipline to lead the development and delivery of strategy.</p> <p>Demonstrable experience of leading/managing teams at a senior level with responsibility for strategy development and implementation, process improvement and performance management.</p> <p>Experience of working with senior stakeholders and politicians responding to requests for information and providing guidance regarding interpretation of policy and practise.</p> <p>Experience in the planning, management and delivery of change and continuous improvement projects</p>	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.