

Job Description: Librarian

Function:	Learning, Skills & Employment
Position:	Librarian
Job holder:	Librarian
Date (in job since):	
Immediate manager:	Strand Leader
Additional reporting line to:	Education Manager
Position location:	HMP YOI Peterborough

1. Purpose of the Job

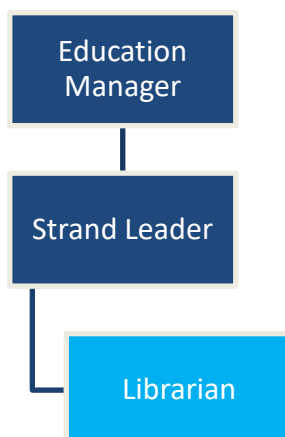
To provide a range of reading and reference material to prisoners in custody based on analysis of requirements, in order to contribute to their resettlement needs and support identified learning opportunities.
Support the Education Manager in implementing and driving forward the prison wide Reading Strategy

2. Dimensions & KPIs

- Service Delivery Targets achieved or exceeded
- Contractual compliance
- Formal Audit outcomes of Green for relevant audits
- Compliance with HMPPS framework

3. Organisation chart

– Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To play a leading approach in getting prisoners reading for Pleasure, Purpose and Rehabilitation and develop a strategy to support this.
- To play a leading role in developing, supporting, and promoting the prison wide Reading Strategy.
- To create a library space that provides a warm and welcoming space where prisoners can feel safe, providing prisoners with the confidence to use public libraries upon release.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Create and maintain a profile of the prison population and its library, reading and information needs.
- Develop the library learning and information service in relation to the population profile.
- Provide trolley services to various areas in the prison to issue and collect stock.
- Provide ad hoc support for offenders engaged in learning.
- Contribute to prisoners individual learning plans and records of achievement.
- Provide access to information on a range of topics relating to learning and skills acquisition, reading advice, housing, benefits etc.
- Encourage use of public libraries upon release.
- Provide a request service, drawing on external sources of supply as necessary.
- Establish a stock of materials that reflect the prisoner population. Ensuring the service meets the needs of minority groups, the visually impaired and those with reading difficulties.
- Ensure the mandatory and reference publications are available.
- Create and maintain appropriate records of stock and equipment.
- Market and publicize the library, learning and information service to prisoners.
- Establish efficient routines and procedures for the effective running of the library.
- Induct staff and offenders to the services available in the library.
- Support the work of, and liaising with, other relevant departments within the prison.
- Promote and encourage reading across the prison, including establishing book clubs, Story Book Mum's & Dad's, national reading competitions, and inviting authors to speak to prisoners.
- Arrange the appropriate training for prisoner library orderlies.
- General administrative duties
- Any other duties commensurate with the accountabilities of the post.
- The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary within this area of work. For example HMP Peterborough has both a male and a female prison and the postholder may be expected to work across both prisons at times.

6. Accountabilities – key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- The Prison Library Service PSI (45/2011) is adhered to.
- The stock is in good working order and well organised.
- The prisoner workers are well trained, fully aware of their duties, and able to work independently when necessary.
- Library users make good use of all the facilities and services available in the library.

- The library and its staff gain a high rating in the annual library user survey.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Recognized library qualification i.e., Level 2 Certificate in Libraries, Archives, and Information Services.
- An understanding of the issues affecting prisoners in a custodial environment.
- Good communication and interpersonal skills.
- A high literacy level and good IT skills.
- Ability to use initiative and imagination to maintain and improve library services.
- The ability to motivate others and effectively problem solve.

Desirable

- Experience of working in a library and using a Library Management System.
- Experience of frontline customer services work.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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|---------------------------|
| ▪ Business Consulting |
| ▪ Continuous improvement. |
| ▪ Employee Engagement |
| ▪ Results orientation |

9. Management Approval – To be completed by document owner

Version	Version 2	Date	15/09/2023
Document Owner	Ivan Mulinder		