

Job Description: Librarian



Function:	SODEXO JUSTICE SERVICES – HMP PETERBOROUGH
Job:	LIBRARIAN
Position:	LIBRARIAN
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	STRAND LEADER
Additional reporting line to:	N/A
Position location:	HMP PETERBOROUGH

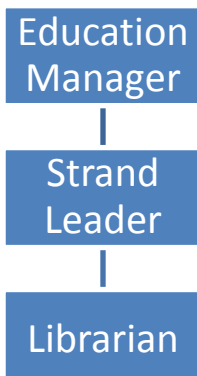
1. Purpose of the Job – State concisely the aim of the job.

- To provide a range of reading and reference material to offenders in custody based on analysis of requirements, in order to contribute to their resettlement needs and support identified learning opportunities
- To assist with Shannon Trust and Maths One to One activities
- To manage all Storybook recordings
- To assist with gaining relevant Key Work Skills qualifications
- To assist with Distant Learning enquiries

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics ■ Add point									

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.

- Ensure the training and supervision of prisoners
- Be compliant with all paperwork requests within the Department and wider prison context
- Establish a rapport with residents to encourage them to take progressive steps in their education and rehabilitation.
- Effective management of all activities taking place within the Libraries

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

- Work effectively and efficiently with the Learning & Skills and regime delivery teams to produce an innovative and stimulating library experience for all
- 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
- 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 ethnic 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 publicise the library, learning and information service to prisoners
- Establish efficient routines and procedures for the effective running of the library
- Induct residents to the services available in the library
- Support the work of, and liaising with, other relevant departments within the prison
- Promote and encourage reading
- Arrange the appropriate training for prisoner library orderlies
- General administrative duties
- Any other duties commensurate with the accountabilities of the post
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Work a 37.5 hour week full time.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP Peterborough.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- A flexible and responsive attitude
- Enthusiasm for the development of offenders
- Willingness to innovate and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion
- Participate in training as required in order to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures
- Every employee will be required to obtain a successful security clearance and DBS check.

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

Essential

- An understanding of the issues affecting those 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

- Recognised library qualification i.e. Level 2 is a Certificate in Libraries, Archives and Information Services
- 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

- Knowledge of Library activities
- Ideal experience of custodial settings
- Understanding of diverse groups
- Ability to be flexible and have a dynamic approach to supporting those in a custodial setting The Prison Library Service PSI (45/2011) is adhered to
- The stock is in good working order and well organised
- 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.

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9. Management Approval – To be completed by document owner			
Version	01	Date	13.12.19
Document Owner			

Name	
Signed	
Date	