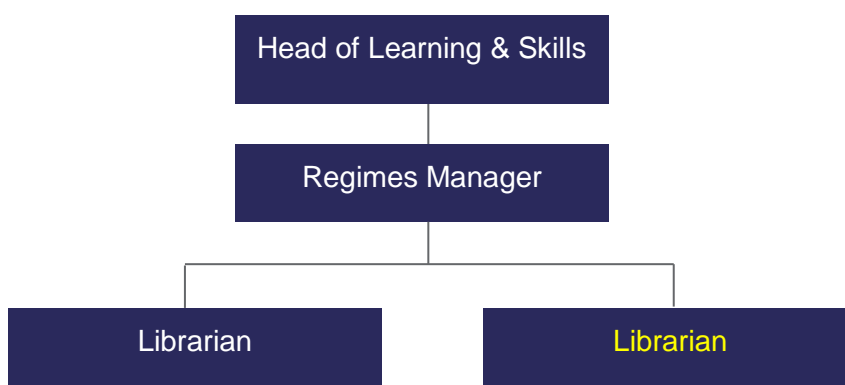


JOB DESCRIPTION

Position Title	Librarian	Department	Learning & Skills
Generic Job Title	Librarian	Segment	SJS
Team Band		Location	HMP & YOI Bronzefield
Reports to	Tanvir Hynes	Office / Unit name	Education

ORGANISATION STRUCTURE



Job Purpose

- 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

Accountabilities or “what you have to do”

- 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 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 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
- Arrange the appropriate training for prisoner library orderlies
- General administrative duties
- Any other duties commensurate with the accountabilities of the post
- Saturday Working

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- 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

Dimensions

Financial	
Other	

Competencies (Sales and Core)

■ x	■ x
■ x	■ x
■ x	■ x

Skills, Knowledge and Experience

Essential

- An understanding of the issues affecting women 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

Contextual or other information

- Participate in training as required in order to keep up to date with all mandatory and refresher training.
- Abide by the Sodexo Justice Services corporate mission statement and all appropriate regulations, policies and procedures.
- Every employee will be required to obtain a successful security clearance and DBS check.

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