

Job Description and Person Specification

ASSISTANT PRISON LIBRARIAN

A Lambeth to be proud of



Job Title: Assistant Prison Librarian

Division: Resident & Commercial Services

Business Unit: Libraries & Archives

Grade: Sc5

Reports to: Prison Librarian

Responsible for: N/A

Context

The post sits within the Libraries & Archives Services of the Resident & Enabling Services directorate and is focused on delivering an excellent customer service in the prison library. Public library services have a statutory duty to provide a comprehensive and efficient library service for all those who live, work or study in the area. In providing this service, councils must, among other things, encourage both adults and children to make full use of the library service. Libraries are also recognised as valuable assets which reach into communities, providing community and civic spaces. Through skilled client facing staff, the service is able to deliver a universal offer and add value to those who may be vulnerable, socially isolated and lacking in educational and social support opportunities. In a period of austerity, the service will also be looking at income generation opportunities and prioritising the retention of client facing resources.

Job Purpose

To provide a comprehensive library service at HMP Brixton, ensuring that the highest standards of customer care are maintained and guaranteeing prisoners are not socially excluded from the benefits of the library service.

To contribute to the development of a welcoming, energetic, modern, committed and innovative service covering all aspects of prison library provision. The service is to meet requirements under PSI 02/2015 and the Prison Education and Library Services for adult prisons in England Policy Framework 01/04/2025 (and any updated legislation).

Responsibilities

1. To be responsible for the day to day running of all library provision within HMP Brixton in the absence of the Prison Librarian.
2. To provide an excellent and quality-centred library services designed to meet the recreational, educational, cultural and information needs of prisoners.
3. To assist in the implementation of targets according to development priorities for the prison library as set out by the line manager or the prison authorities.
4. To maintain efficient and effective operations systems (e.g. stock purchasing, cataloguing, circulation management, procedure, etc.).
5. To assist in the development of the library service

6. To assist the Prison Librarian in recruiting and selecting Prisoner Assistants (orderlies) as required, supervising their work and training and that of any other staff assigned to the library (arranging duty rotas, etc.), and completing Individual Learning Plans.
7. To maintain awareness of the profile of the prison community and assist in the running of regular surveys to support reading and information needs.
8. To liaise with uniformed prison staff to ensure access to the library for all prisoners.
9. To liaise with the prison Education Department to provide library support for education courses.
10. To effectively liaise with other departments in the prison and with relevant external bodies that support prisoners and their families.
11. To provide an enquiry and reference service tailored to prisoner's needs and undertaking research where necessary in particular to support legal queries.
12. To maintain and promote a local information file, and disseminate information as appropriate, to support rehabilitation on release.
13. To exploit stock through a programme of displays, booklets etc. to generate interest and promote reading.
14. To deliver a readers' request service.
15. To providing user education and give induction talks on the library.
16. To collect information for reports and statistical returns as may be required by Lambeth Libraries or by the Prison Service.
17. To apply Health and Safety Policy in co-operation with the prison authorities and other staff so as to ensure the safety of staff and prisoners.
18. To maintain personal, library and prison security and undertake any mandatory training.
19. To carry out and manage effective enrolment, issue, discharge, shelving, renewal and overdue procedures.
20. The post holder must at all times have due regard for the Prison Service's and for the Council's Equal Opportunities and Race Relations Policies on which training may be required.
21. To maintain an awareness of current developments in prison libraries.
22. To promote and organise library-based events such as poetry and creative writing workshops, prisoner reading groups and author visits with a view to raising the profile and importance of the library within a prison environment.
23. To assist in managing the resources budget for the prison library service.
24. To meet personal development targets agreed with the Prison Librarian.
25. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
26. To act in accordance with and actively promote Lambeth policies and standards.
27. To undertake any other duties commensurate with the post's level of responsibility

PERSON SPECIFICATION

Assistant Prison Librarian

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	Competent in literacy and numeracy	✓A
	K2	Web skills (desirable)	
	K3	Excellent ICT skills including information retrieval and literacy skills	✓A
	K4	Good knowledge of stock and reader development	✓A
Relevant Experience	E1	Experience of working with the public and communities demonstrating excellent customer and communication skills	✓A
	E2	Experience of working in a library	✓A
	E3	Networking and partnership building experience	
Special requirement	SR1	Able to cope with the physical demands of the job (lifting, moving furniture, moving around the library to help library customers access materials and services)	
Qualification		5 GCSEs or equivalent	✓A

Equity behaviours



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- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



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- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



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Ambition behaviours



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- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.