

Libraries NI

DIRECTOR OF LIBRARY SERVICES

Candidate Information Pack



A visible, accessible and inclusive library service at the heart of communities, enhancing lives and valued by all.



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Welcome from the Chairperson of the Board



Dear Candidate

Thank you for your interest in the post of Director of Library Services of Libraries NI.

Libraries NI is the largest public library authority in the UK. We have an extensive network of libraries and 89% of the population of Northern Ireland live within two miles of a library service point.

Our libraries are widely recognised as welcoming, accessible, trusted and shared public spaces, embedded in our communities and used by people of all ages, cultures and backgrounds, to access knowledge, information and ideas, as well as providing space and opportunities to learn and to connect, thereby opening up a world of opportunities for everyone.

Since the establishment of Libraries NI in April 2009, significant progress has been made in the provision of public library services in Northern Ireland. As well as books and other print material, we now provide free downloadable eBooks, audio books and eMagazines and other online resources. This is supplemented and complemented by a diverse and varied range of programmes and events for adults and children. A range of productive partnerships has been forged with other organisations in the statutory, voluntary and community sectors, extending both the reach and use of public libraries.

Like all public sector organisations, Libraries NI has faced significant financial challenges over the last few years, and the next few years are likely to be equally challenging, with continued pressures on public sector funding. However, the Northern Ireland Executive's Programme for Government, with its focus on improving wellbeing for all, provides opportunities to build on existing strong foundations and to demonstrate the contribution that the public library service can make to government priorities. In this context, we must focus our efforts where we can have the most telling impact, while being mindful also of our statutory obligation to provide a comprehensive service for everyone who lives, works or studies in Northern Ireland. We must continue to ensure that our services are efficient and provide value for money; and we must continue to refresh and update our approaches to library services in line with the changing needs and expectations of our library users.

If you believe that you have the necessary skills and experience to fulfil this demanding role and help ensure Libraries NI's continuing success and development in the years ahead, we would be delighted to hear from you. I look forward to receiving your application.

A handwritten signature in black ink that reads "Bernard Cullen". The signature is written in a cursive, flowing style.

Professor Bernard Cullen
Chairperson of Libraries NI



Libraries NI Chief Executive's Message

Thank you for your interest in the position of Director of Library Services for Libraries NI.

The Northern Ireland Library Authority, known as Libraries NI, was established on 1 April 2009 and is the largest library authority in the UK. This position offers a unique opportunity to support the Chief Executive in developing, shaping and delivering public library services in Northern Ireland.

Working together with the Libraries NI Chairperson and Board we have set a vision for public library services that is about delivering a visible, accessible and inclusive library service at the heart of communities, enhancing lives and valued by all. As Director of Library Services you will play a key role in helping us to realise this vision.

The Board recognises that a strong, resilient and cohesive Senior Management Team is essential to shaping the future of library services. As Director of Library Services you will bring skills, expertise and professional capability to the role and will help us to build on our successes to date and contribute to future achievements.

You will be joining Libraries NI at both a challenging and exciting time. There is going to be financial, societal and economic uncertainty as we emerge from the impact and effects of a global pandemic and the role of libraries within communities as part of the social recovery has never been so important.

As we look to the future it is essential that the service adapts, evolves and responds to meet the needs and demands and fully engages with the communities we serve.

We have recently put in place revised management structures in the Library Services Directorate with teams re-organised around four pillars, including the library network, customers, collections and online services and service support. As Director of Library Services you will lead a team of some 600 dedicated and committed staff located in libraries right across Northern Ireland.

Reporting directly to the Chief Executive you will work with the Board and Committees, senior colleagues in Libraries NI, the Department for Communities, government departments, district councils, national bodies, trade unions, staff and our many partners to deliver a public library service that is relevant, comprehensive and effective.

Libraries NI is looking for an exceptional and outstanding individual to take on this key leadership role. You will have a track record of successful strategic leadership working within a large and complex organisation dealing with challenging circumstances and you will be able to apply this in the context of delivering the public library service in Northern Ireland. You will have a strong professional acumen and excellent skills in relationship building, influencing others and communication. You will be able to build cohesion, address challenges and motivate and inspire others to adapt to change.

Fundamental to your success in the role will be your ability to command high levels of confidence and trust within the service, with the public, the Board, the Department for Communities and other key stakeholders.

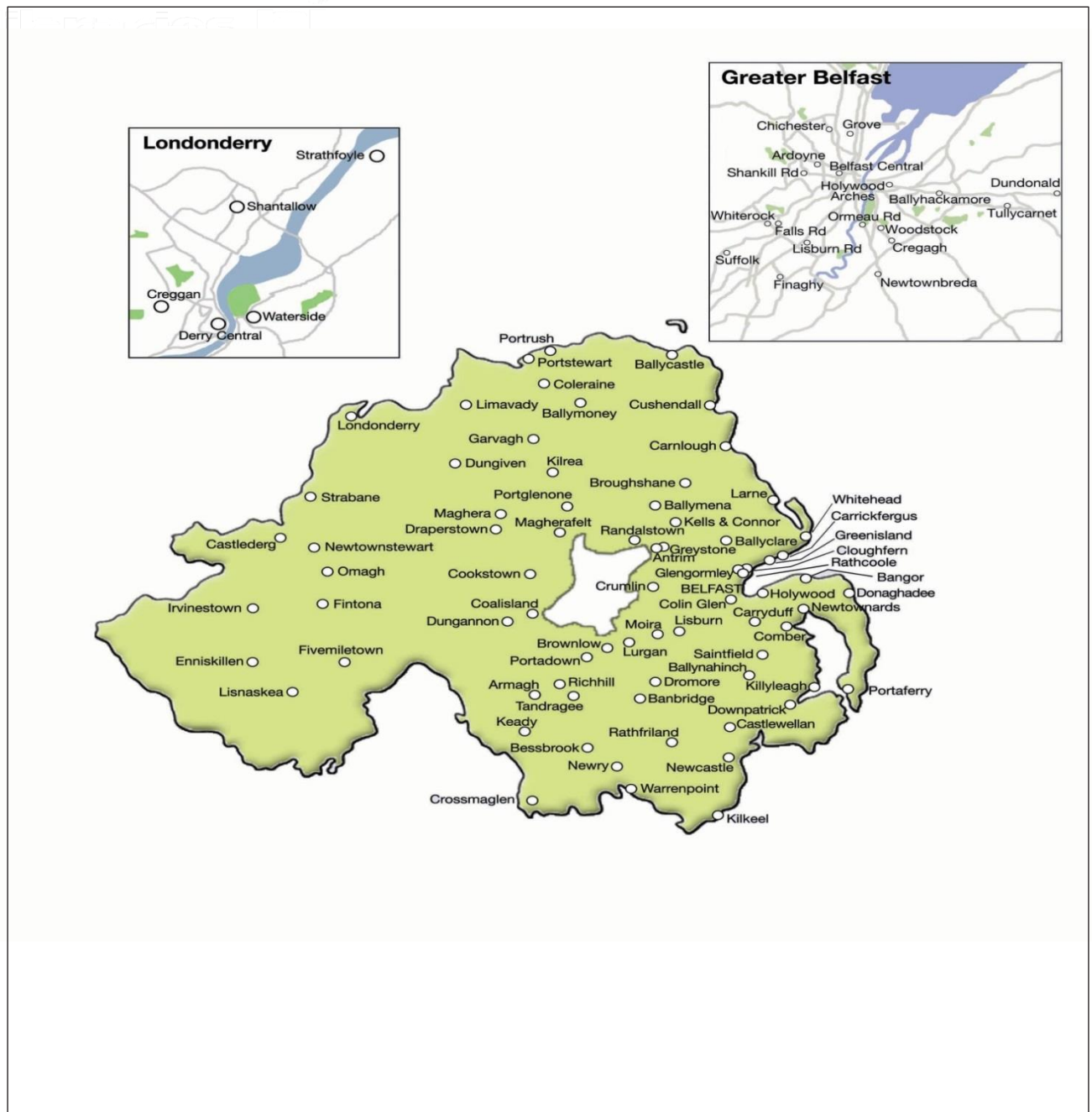
This is an exciting role and I very much look forward to receiving your application and finding out how you see yourself contributing to Libraries NI and the public library service of the future.

A handwritten signature in blue ink, which appears to read 'Jim O'Hagan', written over a light blue circular stamp.

JIM O'HAGAN
Chief Executive

About Libraries NI

There are 96 branch libraries, specialist heritage libraries and 16 mobile libraries covering Northern Ireland.



Background

The primary duty of Libraries NI, as set down in the Libraries Act (Northern Ireland) 2008, is to provide a comprehensive and efficient public library service for persons living, working or studying in Northern Ireland. In doing so we are required to secure that facilities are available for the borrowing of, or reference to library materials sufficient in number, range and quality to meet the general requirements of adults and children:

- encourage both adults and children to make full use of the library service
- provide advice as to the use of the library service and making available such bibliographical and other information as may be required by persons using the service
- promote literacy and lifelong learning
- maintain a collection of library materials relevant to the cultural heritage of Northern Ireland
- make library premises available for cultural and community activities
- meet any special requirements of adults and children by any appropriate means.

The Board of Libraries NI comprises a Chairperson and a maximum of eighteen non-executive Members, the majority of whom are councillors within the meaning of the Local Government Act (Northern Ireland) 1972. The Chief Executive is Jim O'Hagan.

The sponsoring body of Libraries NI is the Department for Communities (DfC). Libraries NI liaises directly with the Culture Division of DfC which sits within the Engaged Communities Group in the Department.

Our Vision

A visible, accessible and inclusive library service at the heart of communities, enhancing lives and valued by all.

Our Mission

Connecting people with information, ideas and experiences to foster lifelong learning, inspire curiosity, provide enjoyment and strengthen communities.

Our Values

Caring - we care about our library users, the community, each other and what we do. We will provide a safe and welcoming environment where people can connect and explore. We will show respect for users of our service and for each other, will build trust and will strive to provide positive experiences for both external and internal customers.

Accountable – we take responsibility as individuals and as an organisation, for effective stewardship of the resources allocated to us and for delivering on our commitments. We will act with honesty and integrity and maintain high standards of governance, responsible leadership and efficient operations.

Responsive – we are a learning organisation that is open to new ideas and better ways to serve individuals and communities. We have a focus on quality, are creative and flexible and will continue to explore innovative ways of working to ensure that services are vibrant, effective and relevant to the changing needs of our customers.

Our Network and Services

The library network is crucial to the delivery of both an effective and comprehensive library service taking account of the geographic and demographic spread of Northern Ireland. Our services are currently delivered through a network of 96 branch libraries, heritage libraries, mobile libraries, a Homecall service, online and outreach services. Services provided include:

- books and other material such as audio books, newspapers, periodicals and magazines
- downloadable eBooks, audio books and eMagazines and other online resources, most of which can also be accessed from home
- supported access to computers for use by the general public with free internet access for library members
- support for the development of ICT skills
- free Wi-Fi, enabling library members to use their own devices
- learning opportunities
- story times, rhythm and rhyme sessions and other activities for children
- school class visits
- family history, heritage and local studies material
- access to information from a range of sources and organisations
- access to cultural and creative experiences
- reading groups for children, teenagers and adults
- health and wellbeing information, activities and events
- social activities, such as 'Knit and Natter' and 'Tea and Newspapers', which promote community cohesion and combat isolation
- study, meeting and shared social space.

Services Directorate

The Services Directorate is responsible for the development and delivery of high quality, efficient and effective library services to the public through the public library network described above with teams organised around four pillars, including the library network, customers, collections, and online services and service support. The Marketing Team is also part of the Services Directorate.

The Directorate has some 600 staff located in libraries right across Northern Ireland. Under the Director of Library Services, it is led by the Services Team which will comprise the Director, the two Heads of Service, two Deputy Heads of Service each responsible for a geographical area broadly aligned to local government districts.

The geographical areas comprise the following local government districts:

North and West

Antrim and Newtownabbey Borough Council
Causeway Coast and Glens Borough Council
Derry City and Strabane District Council
Fermanagh and Omagh District Council
Mid and East Antrim Borough Council
Mid Ulster District Council

South and East

Ards and North Down Borough Council
Armagh City, Banbridge and Craigavon Borough Council
Belfast City Council
Lisburn and Castlereagh City Council
Newry, Mourne and Down District Council

The service wide and specialist functions will include Collections, Customers, Online Services and Service Support, and Community Planning. These functions encompass priority areas including Children's Services, Good Relations, Cultural Heritage, Digital Inclusion, Health and Wellbeing, Stock and Reader Development.

The Post

Due to the retirement of the Director of Library Services, Libraries NI is seeking to appoint an experienced senior manager who will provide strategic direction and expert leadership across the functions within the Library Services Directorate to ensure strategy, policy and planning, marketing, PR and communications are effectively, efficiently and appropriately deployed to meet organisational goals and objectives.

As a member of a small Senior Management Team, he / she will play a pivotal role, working collaboratively with the Libraries NI Board, the Department for Communities and other stakeholders, in helping to lead and shape the future direction of the public library service in Northern Ireland.

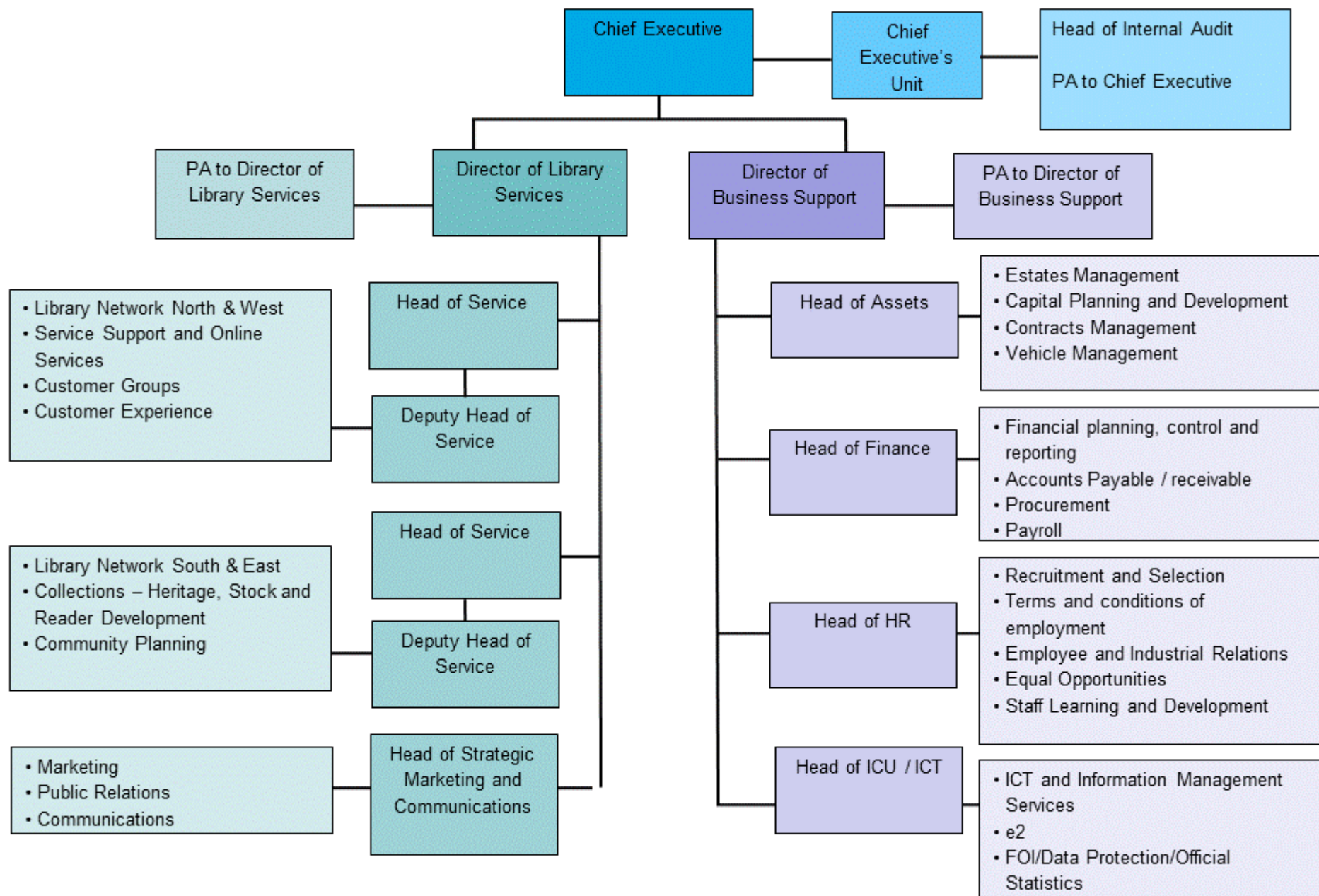
Further Information

Please contact Jacqueline.McKinstry@librariesni.org.uk Head of HR, for further information on the post.

If you require information on the application process please contact Sharon Hawthorne e: HRRecruit@librariesni.org.uk t: 02838 399458

***If you meet our requirements and the criteria set out in the
Personnel Specification we want to hear from you.***

ORGANISATION STRUCTURE



DIRECTOR OF LIBRARY SERVICES

Job Description

Responsible to:

The Chief Executive of Libraries NI

Salary Range:

£70,432 - £86,376 (Performance Related)

(The Performance Related Pay Scheme for Libraries NI Senior Management Team is currently under review)

Responsible for:

1. Development and delivery of library services and specialist functions including;
 - Collections
 - Customers
 - Online Services and Service Support
 - Community Planning.
2. Strategic direction and corporate leadership as a member of the Senior Management Team.
3. Strategic Marketing and Communications.
4. Assisting the Chief Executive to fulfil their Accounting Officer role, as outlined in Managing Public Money Northern Ireland and the Management Statement / Financial Memorandum for Libraries NI, through effective monitoring and control of finance and safeguarding of public funds and resources.
5. Ensuring compliance with the principles for dealing with resources in the public sector, as contained in Managing Public Money Northern Ireland.

Job Purpose

The Director of Library Services is a pivotal role with significant responsibility for leading and directing public library services in Northern Ireland.

The postholder will be a member of the Senior Management Team in Libraries NI (one of two posts at second tier level) and will share corporate responsibility with the Chief Executive and the other second tier officer for providing strategic direction and corporate leadership for the organisation in support of its vision, mission and values.

He/she will have a key role to play in the preparation and delivery of short and longer-term plans to ensure the effective and efficient delivery of customer focused, vibrant and relevant public library services.

He/she will work closely with the Libraries NI Board and its Committees, the Department for Communities and with colleagues to maintain high standards of governance and accountability, ensuring effective stewardship of resources.

The postholder will be required to represent Libraries NI's interests with a wide range of stakeholders and to develop and maintain relevant and effective strategic relationships with local, regional and national (UK and Ireland) partners, influencing and collaborating to support the achievement of Corporate and Business Plan aims, objectives and outcomes.

Main Duties and Responsibilities

1. Strategic Leadership

- 1.1 Contributing to the corporate leadership and setting strategic direction for Libraries NI in support of its vision, mission and values.
- 1.2 Working together with the Board, Committees and the Senior Management Team to shape and deliver public library services in Northern Ireland.
- 1.3 Acting as the principal adviser to the Chief Executive in relation to library services policy and strategy.
- 1.4 Developing and maintaining effective working relationships with the Department for Communities and other key strategic partners.

2. Development and Delivery of Library Services

- 2.1 Oversee development and implementation of strategy, policy and planning in relation to the delivery of high quality, effective and efficient library services to include:
 - working with the Board and colleagues to create and implement a shared vision and goals to ensure visible, accessible and inclusive library services enriching and enhancing the lives of individuals and communities
 - leading, managing, delivering and developing public library services in Northern Ireland in line with Libraries NI's vision, aim and objectives
 - ensuring that staff have an awareness of corporate culture and values and the processes which underpin strategic direction
 - embedding and encouraging a culture of continuous improvement and effective change management strategies to develop services that are visible, accessible, relevant, responsive and community focused
 - developing and disseminating policy

- ensuring that policies are evidence-based and in line with Libraries NI's strategic direction, best practice and statutory obligations
- monitoring, reviewing and evaluating policy implementation so as to inform future developments
- managing and directing the work of staff, ensuring appropriate organisation structures, levels of delegation of responsibility and accountability and the establishment of clear standards and targets for performance
- ensuring that the skills, competencies and knowledge of staff are developed to support service priorities
- managing and controlling devolved budgets in support of effective library services, ensuring financial probity, regularity and value for money
- leading and directing consultation and communications with both current service users and those not engaging with the service to ensure the development and delivery of customer-focused services that are responsive to community needs and that achieve a high level of customer satisfaction
- contributing to the development and maintenance of appropriate performance indicators, benchmarks and standards to evaluate the effectiveness of service delivery and taking appropriate action to implement required improvements
- acting as an effective advocate for the library service, representing Libraries NI's interests at such forums and groups as may be considered appropriate and initiating, or responding to, media coverage as directed by the Chairman or Chief Executive
- developing and sustaining partnerships at both a strategic and operational level with other organisations including in the public, statutory, voluntary and community sectors to enhance the services available to citizens and deliver Libraries NI's aims and objectives
- ensuring that services demonstrate Libraries NI's commitment to the promotion of equality, inclusion and diversity and that policy in this area is actively implemented and developed
- responsibility for collections, the stock management and development process, ensuring a comprehensive, broad-based and balanced collection of materials in a variety of formats to service the expressed and anticipated needs of users

3. Strategic Marketing, PR and Communications

3.1 Lead the development and implementation of Marketing, PR and Communications plans and strategies for Libraries NI that are linked to corporate objectives, targets and key performance indicators, to include:

- establishing, maintaining and developing the Libraries NI “brand”
- ensuring that marketing activities are focused on establishing, maintaining and enhancing relationships with users, potential users and other stakeholders
- evaluating the impact of marketing activities, including brand impact and awareness, and taking appropriate action
- exploiting the use of web-based and social media technologies as communication tools
- developing and maintaining relationships with the media.

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserves the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.

PERSONNEL SPECIFICATION

Essential Criteria

Applicants must provide evidence that, by the closing date for receipt of applications, they meet the following essential criteria which will be used for shortlisting purposes:

1. Chartered Librarian with CILIP or equivalent.
2. at least five years' experience of leadership at a senior level* in an organisation which has an annual budget of at least £10 million.
3. at least three years' experience, gained within the last seven years, of leadership at a senior level* of library services.
4. at least five years' experience of personal accountability for budget management in an organisation which has an annual budget of at least £10 million and an understanding of the responsibilities involved in safeguarding and accounting for public funds.
5. experience of successfully leading and managing significant organisation change.
6. experience of working with a range of stakeholders both internally and externally to successfully deliver agreed organisational objectives.

Further Clarification

**Senior Level is defined as having experience of taking decisions that impact at a strategic level (Board/Senior Management or Executive Team) and affect the organisation in which the applicant is working and/or leading on the provision of detailed advice on such issues at a strategic level. (Applicants will be required to provide an organisational chart(s) which show their position in the structure of the organisation(s) to which they refer.)*

It is essential that applicants provide sufficient details, using examples and dates where appropriate to demonstrate that they meet these requirements. It is not sufficient to simply list duties and responsibilities. Libraries NI will not make assumptions from the title of your post or the nature of the organisation as to the skills and experience gained. If you fail to provide sufficient detail, including the appropriate dates needed to meet the essential criteria, your application will be rejected.

Libraries NI reserves the right to enhance these criteria at shortlisting stage. If deemed necessary Criterion 2 may be enhanced to seven years; Criterion 3 may be enhanced to five years; Criterion 4 may be enhanced to seven years.

Closing Date for receipt of applications is **23:59 on Thursday 4 February 2021.**

LIBRARIES NI IS AN EQUAL OPPORTUNITIES EMPLOYER

Interview Criteria

Shortlisted candidates will be invited to interview and will be expected to demonstrate at interview that alongside the personnel specification criteria they meet the requirements of the Libraries NI competency framework, i.e.

- Creates vision and gives direction
- Develops, promotes and achieves quality outcomes
- Manages resources and risk
- Develops people
- Understands and builds relationships
- Manages and develops self.

These competences will be used as an integral part of the selection interview. Definitions of the competences and illustrative behaviours are set out in the following Competency Framework.



COMPETENCY FRAMEWORK

This competency framework will be used to:

- promote consistency and provide an objective basis against which individuals will be assessed during the recruitment and selection process for senior posts in Libraries NI
- enable senior staff to understand the behaviours, skills and attributes identified as being important for performing a job well
- ensure that those selected through recruitment or for promotion are those best equipped to carry out the relevant key tasks
- enable appraisal and development activities to be focused on helping equip people to deliver organisational needs
- ensure everyone is clear what is expected of them
- ensure individuals can make informed, focused decisions about the competences they may need to develop for their future careers.



Each competence contained in this framework is comprised of the following:

- **Competence title:** describes the overall outcome of the competence
- **Description:** explains the competence in more detail by identifying the main behaviours that the competence covers
- **Illustrative behaviours:** provides more detailed examples of the types of behaviours that will need to be demonstrated in order to fulfil the requirements of that competence.

Please note that these behaviours are for illustration purposes only and you may be able to provide examples of other behaviours which are equally relevant in demonstrating your competence in this area.

Creates vision and gives direction

Actively promotes an inspiring, relevant vision for the organisation and engages with others to gain their support for the vision. Influences policy development. Advocates effectively for the library service. Provides leadership and strategic direction.

Illustrative behaviours:

1. Works with others to develop a shared vision and goals for the organisation.
2. Inspires and influences others, both internally and externally, to assume ownership of the organisation's vision and goals.
3. Is receptive to fresh insights and perspectives from different sources, both internal and external to the organisation, and uses them to help shape its culture, goals, policies and strategies.
4. Understands the wider political, economic and social context and uses effective influencing skills to help shape the development of policy at a strategic level.
5. Is an effective advocate for the library service across a range of contexts and situations.
6. Formulates and implements strategies that position the organisation to achieve both its short and longer term objectives.
7. Identifies and interprets strengths, weaknesses, opportunities and threats and follows through with relevant and purposeful action to ensure the achievement of the organisation's goals.
8. Acts decisively in a complex environment of ambiguity and multiple stakeholders.
9. Leads, manages and champions change.

Develops, promotes and achieves quality outcomes

Develops and delivers professional, high quality services which meet the needs of individuals and communities. Promotes equality and good relations. Takes personal ownership of, and accountability for, results. Promotes a culture of achievement and innovative thinking.

Illustrative behaviours:

1. Accurately identifies customer service needs and develops and maintains appropriate standards, policies and processes that establish clear performance expectations.
2. Sets challenging targets when organising the delivery of services, focusing their own and others' energies on achieving the organisation's goals.
3. Critically evaluates outcomes achieved against established and developing benchmarks and standards, identifies lessons to be learned and implements required improvements.
4. Communicates effectively with staff and others to ensure that they know and understand the standards of service that are expected within the organisation and the role that they play in the achievement of these standards.
5. Recognises the value of diversity and actively promotes equality and good relations.
6. Actively seeks opportunities to improve services for the public, individuals and the community through effective engagement with the community and relevant stakeholders.
7. Initiates, develops, coordinates, promotes and evaluates change management strategies to bring about improvements in the organisation and in service delivery.

Manages resources and risk

Ensures that human, financial, physical and technological resources are effectively, efficiently and appropriately deployed to meet strategic organisational and customer needs and to maintain sustained service delivery.

Illustrative behaviours:

1. Secures, allocates and manages human, financial, physical, technological and information resources in accordance with organisational priorities and to meet strategic objectives.
2. Applies an in-depth understanding of financial management principles to ensure that decisions are financially sound and responsible.
3. Evaluates the utilisation of organisational resources in relation to planned outcomes and uses the information effectively to review and revise strategy.
4. Identifies, analyses and prioritises, manages and minimises potential risks to the achievement of objectives and develops and implements effective risk management strategies and contingency plans.
5. Ensures that management and accountability structures are in line with good governance standards, relevant legislation, regulations and policies and puts strategies in place to ensure continuous improvement.
6. Identifies and explores potential sources of additional resources, including working with other organisations on related activities.

Develops people

Gets to know individuals, their capabilities and aspirations and encourages them to realise their full potential through lifelong learning. Cultivates a positive work environment where staff feel valued and are challenged and empowered to develop competence, think innovatively and creatively and take decisions. Builds effective teams.

Illustrative behaviours:

1. Sets clear standards and targets for performance and behaviours, ensuring that processes and resources are in place to support individuals in achieving these standards.
2. Creates a work environment that motivates staff towards achieving quality results, and encourages them to seek and address new challenges.
3. Empowers people and teams to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability and by providing appropriate and agreed levels of support.
4. Uses formal and informal means to provide regular constructive performance feedback to staff, praising achievements and celebrating successes and creating and maintaining a climate of accountability for the achievement of agreed objectives.
5. Manages performance and behaviour effectively, openly and directly.
6. Creates a work environment where individuals feel that both they and their contribution to the organisation are recognised and valued.

Understands and builds relationships

Establishes and maintains positive working relationships with a wide range of stakeholders within the public, private, and voluntary sectors and the wider community through employing effective communication and consultation strategies.

Illustrative behaviours:

1. Builds and maintains positive relationships with relevant stakeholders and works collaboratively with them to generate benefits for the organisation and the community that it serves.
2. Demonstrates sensitivity to the possibility of conflicting agendas and works to achieve consensus in pursuit of the organisation's goals and the needs of library service users.
3. Promotes and sustains an appropriate positive image and profile for the organisation, demonstrating commitment to the ethical principles and standards of the library and information profession.
4. Promotes the organisation's goals, priorities and achievements to establish and foster stakeholder recognition and support.
5. Applies appropriate discretion and maintains confidentiality and sensitivity when representing the organisation.
6. Is aware of statutory requirements, government priorities, directions, concerns and policy agendas and demonstrates consideration of these in all actions.

Manages and develops self

Seeks to increase self-awareness of strengths and development needs and acts to improve work performance through lifelong learning. Acts with integrity, is aware of the impact of own behaviour and manages it to have the best possible impact on the behaviour of others

Illustrative behaviours:

1. Seeks constructive feedback from others, reflects on it and evaluates and uses it to develop self.
2. Models and promotes behaviour and values that are consistent with the organisation's expectations and requirements and the standards expected of those in public life.
3. Demonstrates understanding of the impact of own behaviour, emotions and attitudes on other people and the consequences for the realisation of objectives.
4. Has the resilience to cope with an increasingly complex environment and maintain a realistic "can do" sense of confidence, even in the face of opposition.

TERMS AND CONDITIONS OF APPOINTMENT

Employer:

Your employer will be Libraries NI. You will be directly accountable to the Chief Executive Officer of Libraries NI.

Contract:

This appointment is offered on a permanent basis.

The first 26 weeks of service (or a period of extension agreed by Libraries NI) are probationary, at the end of which, subject to a satisfactory performance report, the appointment will be confirmed.

Salary:

The pay range for this appointment is:-

£70,432 - £86,376 (Performance Related) (under review)

(The Performance Related Pay Scheme for Libraries NI Senior Management Team is currently under review)

The successful candidate shall normally be placed on the salary range minimum.

Progression through the pay range will be subject to meeting performance objectives which will be assessed through the annual performance review, the scheme for which is currently under review.

The appointee will be employed on *NJC terms and conditions of service. The Joint Negotiating Committee for Chief Executives of Local Authorities is responsible for reaching agreement on pay.

**Please note that due to the current review of Libraries NI Performance Related Pay Scheme for Libraries NI Senior Management Team, these terms and conditions may be subject to change, subject to prior notification being given and after appropriate consultation has taken place.*

Pension Scheme:

Libraries NI will automatically enrol the postholder into the Northern Ireland Local Government Officers Superannuation Committee (NILGOSC) pension scheme. The pension contribution rate is linked to salary which will be deducted from pay. Further information about the pension scheme is available on the NILGOSC website

www.nilgosc.org.uk

Annual leave:

The annual leave entitlement for the post is 27 days per annum increasing to 33 days per annum after 5 years' service. In addition there are normally 12 public and extra statutory holidays in any leave year.

Hours:

This is a full-time role. The normal hours of work are 36 per week however the post-holder will be required to work the necessary hours to successfully carry out the duties of the job.

Location:

The postholder's main location will be in an urban library and will be subject to consultation with the successful candidate on appointment.

He/she will be expected to spend a proportion of their time at Lisburn City Library, the Headquarters of Libraries NI.

Travel Requirements:

As the role carries regional responsibility, travel across Northern Ireland (and on occasion further afield) will be required in order to attend meetings and fulfil the full range of duties and responsibilities.

Travelling and Subsistence:

Travel expenses at rates approved by Libraries NI will be paid in respect of approved journeys necessary as an employee of Libraries NI.

Relocation Expenses:

Libraries NI may reimburse or contribute towards the costs reasonably incurred in removal and in setting up a new home where it is necessary to do so.

Mobility Clause:

The post will be located in an agreed location, or at any alternative premises as may be reasonably required and may be subject to change following consultation with the postholder.

Pre-Appointment Checks:

Appointment is subject to the completion of satisfactory pre-appointment checks which include:

- Social Media – the Appointment Panel reserves the right to include the applicant's public social media presence
- Provision of proof of eligibility to work in the UK
- Provision of original Birth Certificate
- Access NI screening
- Completion of satisfactory pre-employment health screening
- Receipt of two satisfactory references to include current/most recent employer
- Provision of original documentary evidence of qualifications as listed in the eligibility criteria.

Note:

Please note that this information pack is intended only to provide an overview of key terms and conditions of employment. A contract of employment containing full terms and conditions will be issued to the successful candidate.

Libraries NI operates an online recruitment and selection process.

Completed applications, containing all the relevant information, must be submitted online.

Applications must be submitted **not later** than **23:59 on Thursday 4 February 2021**.

It is the applicant's responsibility to ensure that the application form is fully completed and submitted by the closing date. Incomplete application forms or CVs will not be considered.

It is therefore essential that applicants indicate on their application form how, and to what extent, their qualifications, skills and experience are relevant to the essential criteria outlined.

Failure to provide sufficient information in support of an application on or before the closing date will not be considered as grounds for an appeal.

Further information

Any applicants requiring further information about the post can contact Jacqueline McKinstry, Head of HR, on 028 3839 9462 / 07850 205438.

If you have any questions about the selection process or you are experiencing difficulties completing the application form because of a disability, you should contact Libraries NI by e-mail (LNIHRQueries@librariesni.org.uk) or by telephone (028 3839 9458 / 07709 457714).

Guidance for Candidates

Application Form

Applications should be completed online in conjunction with the Notes of Guidance for Applicants. The guidance notes can be viewed at:
<https://careers.librariesni.org.uk/guidancenotes.pdf>

If you are unable to download a copy, or you have not received a copy of the 'Guidance Notes for Applicants' as part of the application pack, please contact Libraries NI HR department either by email HRRecruit@librariesni.org.uk or telephone 028 3839 9458 to request a copy.

Candidates will be expected to provide sufficient details on the application form to demonstrate how and to what extent they meet the criteria. Do not simply list duties and responsibilities. Libraries NI will not make assumptions from the title of your post or the nature of the organisation as to the skills and experience gained. Failure to provide sufficient detail, including dates and examples where needed, will result in your application not being shortlisted.

- Do not use acronyms or complex technical detail. Write for the reader who may not know your organisation or job.
- Write clearly about your personal involvement in any experience you quote. Use “I” statements, e.g. “I planned meetings...”, “I managed a budget...”, “I prepared a presentation...”. The panel is interested in how you carried out a piece of work.
- The examples you provide should be concise and relevant to the criteria. It is your unique role the panel is interested in, not that of your team or division.
- In preparing your application form and in preparing for interview you may wish to think about having a clear structure for each of your examples, such as:

Situation – briefly outline the situation;

Task – what was your objective, what were you trying to achieve;

Action – what did you actually do, what was your unique contribution; and

Result – what happened, what was the outcome, what did you learn?

Only the employment history and selection criteria sections will be made available to the shortlisting panel.

Organisational Chart

To support the essential criteria, you must submit a copy of a relevant organisational chart(s) demonstrating your position within the organisation(s) to which you refer. Please make sure your role is easily identifiable.

The chart(s) should be marked with the relevant job reference and your full name.

Please note that if the organisational chart(s) is(are) not provided by the closing date, the application will be treated as incomplete, and your application form will not be forwarded to the selection panel for consideration.

Selection Process and Timetable

Initial screening

All applications received by the closing date will be screened to check that they have been fully completed and valid. Incomplete application forms will not be considered.

Shortlisting

All valid applications will be considered by the selection panel to determine if they meet the essential shortlisting criteria. The selection panel will assess information provided against each specific criterion as presented on the application form. Applications will first be considered against the essential criteria. Where necessary, enhanced criteria may be applied.

Only shortlisted candidates will be invited to the selection process.

Selection Process

The selection process will consist of a Presentation followed by an interview carried out by the selection panel and will consist of:

- a PowerPoint presentation on a topic that will be notified to the candidate in the invitation to interview letter. Candidates will be advised about the time limit for the presentation and that the panel will ask question(s) on the detail of the presentation.
**Candidates must email the presentation in advance and have access to video technology to remotely attend the interview if required to do so
- a series of questions to assess whether the candidate meets the agreed standard in respect of the key areas identified in the Libraries NI Competency Framework.

In preparing for a competency based interview, candidates may wish to think about having a clear structure for each of the examples that you might use to demonstrate how you meet the requirements of that competence, e.g.:

Situation – briefly outline the situation;

Task – what was your objective, what were you trying to achieve;

Action – what did you actually do, what was your unique contribution; and

Result – what happened, what was the outcome, what did you learn?

Key Recruitment Dates Timetable

The proposed timetable for the selection process is shown below.

Shortlisting: **8 February 2021**

Selection Process: **24 or 26 February 2021**

****Please note that due to the current covid-19 restrictions it is possible that candidates will be invited to attend for interview remotely via zoom. Details of interview arrangements will be confirmed to applicants whose application has been successfully shortlisted.**

Candidates must be available to undertake the selection process by the planned date of competition. As this competition is being run to very tight timelines there will be no possibility for interviews to be rescheduled.

Photographic Identification

Candidates invited to attend for selection process must present photographic documentation to satisfy the nationality and vetting requirements. Further details regarding acceptable documentation will be issued with the invitation to attend for interview. You should ensure that these documents are readily available.

References

Applicants must provide details of two persons to whom reference may be made regarding their suitability for this appointment. Prior consent of referees should be obtained. The referees must not be members of the selection panel for the post.

Vetting requirements

Posts involving work in locations across the Libraries NI network are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Libraries NI will seek disclosure information for positions as it deems relevant.

Libraries NI complies with the AccessNI Code of Practice regarding the handling, use, storage etc. of Disclosure of Information. Applicants requiring further information on this should refer to AccessNI's website www.accessni.gov.uk

Nationality

Further guidance on nationality and eligibility to work in the UK can be obtained at www.ind.homeoffice.gov.uk

Canvassing

Canvassing means contact or communication with a Libraries NI Board Member or officer of Libraries NI involved in the recruitment process which could be perceived to be for the purpose of advancing that application. Any applicant who is found to have approached a panel member with a view to seeking favourable treatment will be disqualified.

EQUAL OPPORTUNITIES

Libraries NI is an Equal Opportunities Employer and is fully committed to the promotion of equality of opportunity in employment to all, irrespective of sex, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, political opinion, race, disability, age, trade union membership or non-membership.

Libraries NI encourages you to complete the Equal Opportunities monitoring section, as this enables Libraries NI to demonstrate our commitment to promoting equality of opportunity in employment and in order to comply with our duties under the Fair Employment & Treatment (NI) Order 1998. Your identity will be kept anonymous and your answers will be treated with the strictest confidence.

**The closing date for applications is not later than
23:59 on Thursday 4 February 2021**

Incomplete application forms will not be accepted

LIBRARIES NI IS AN EQUAL OPPORTUNITIES EMPLOYER

