Libraries NI

HEAD OF SERVICE

Candidate Information Pack

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

HEAD OF SERVICE

Candidate Information Pack

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Libraries NI Chief Executive's Message

Thank you for your interest in the position of Head of Service with 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 play a key role in helping to develop, shape and deliver 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 one of two Heads of Service, reporting to the 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 leadership team is essential to shaping the future of library services. As Head of Service 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 Head of Service you will lead a team of dedicated and committed staff located in libraries in the North and West geographical area of Northern Ireland.

Reporting directly to the Director of Library Services you will work with senior colleagues, staff, the Board, and Committees in Libraries NI, as well as with our many partners, including the Department for Communities, other government departments, district councils, national bodies and trade unions, 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 important 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 staff, 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.

JIM O'HAGAN
Chief Executive

About Libraries NI

There are 96 branch libraries, specialist heritage libraries and a fleet of mobile libraries covering Northern Ireland.
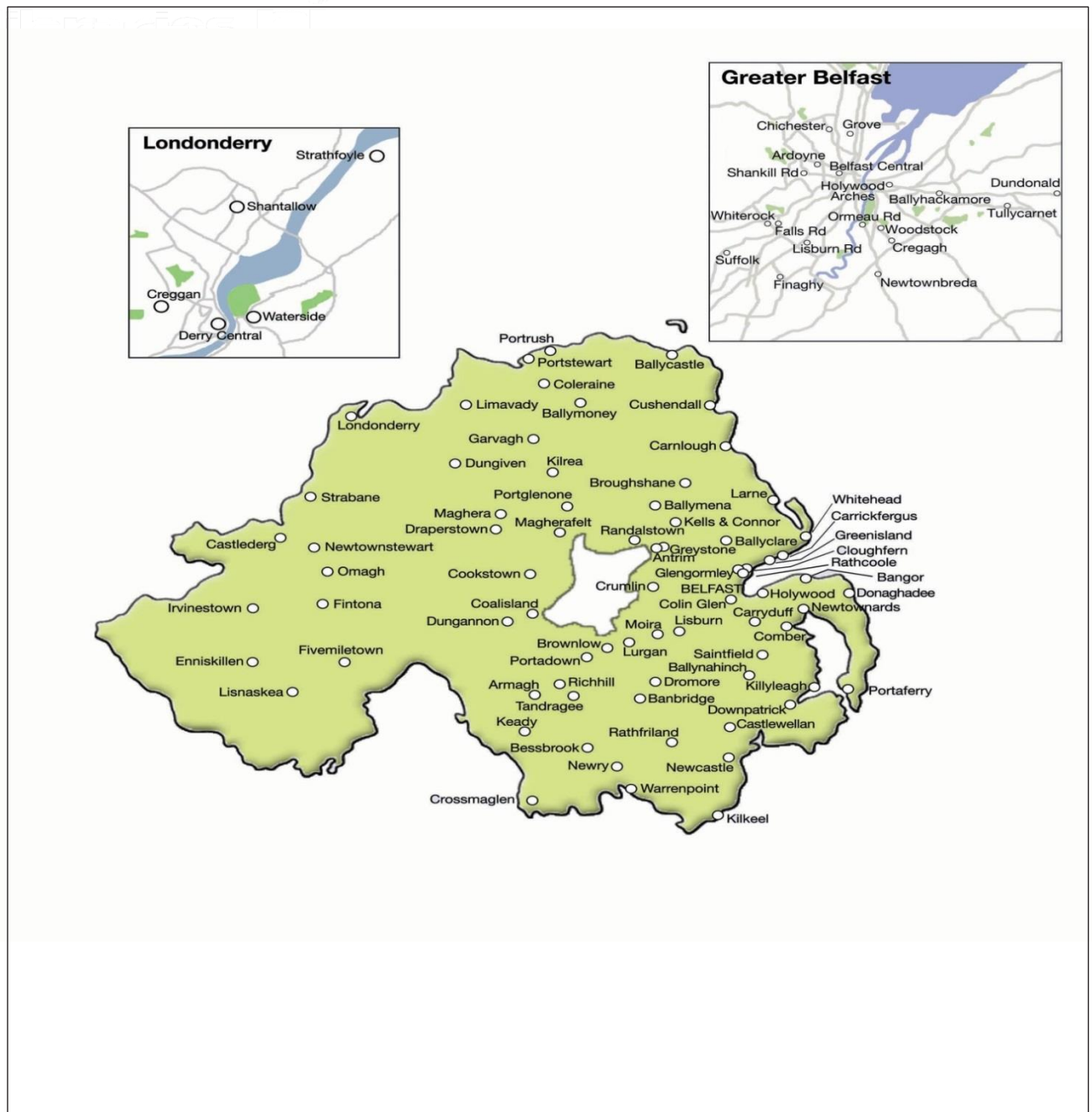
Background

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, two Heads of Service and two Deputy Heads of Service, each responsible for a geographical area broadly aligned to a number of local government districts.

The geographical areas comprise the following local government districts:

North and West (47 libraries)
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 (49 libraries)
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 promotion of one of the two Heads of Service, to the role of Director of Library Services, Libraries NI is seeking to appoint an experienced senior manager as Head of Service who will support the provision of strategic direction and expert leadership across the functions within the Library Services Directorate to ensure strategy, policy and planning, are effectively, efficiently and appropriately deployed to meet organisational goals and objectives.

The post holder will be a member of the Libraries NI Senior Leadership Group and also the Services Team and as such will contribute to the corporate leadership and strategic direction of Libraries NI. S/he will play a pivotal role, working collaboratively with the Libraries NI Senior Management Team, 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.

The Head of Service is one of two Heads of Service, reporting to the Director of Library Services, and will be responsible for leading and managing a range of services in the North and West geographical area as well as service wide and specialist functions.

The geographical area is aligned to the following local government council areas:

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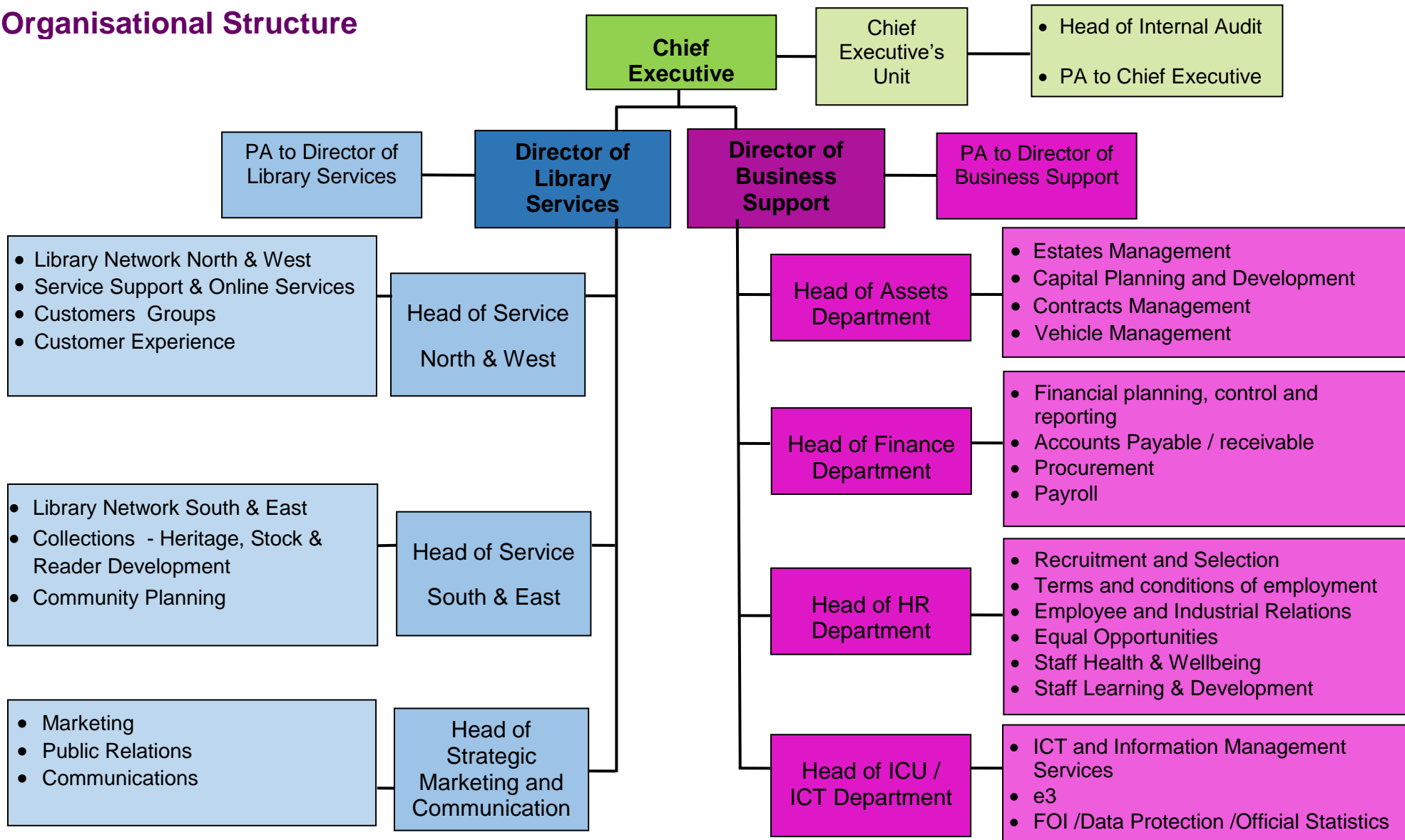Antrim and Newtownabbey Borough Council

The service wide and specialist functions for which s/he will have responsibility include Customer Engagement and Customer Groups, and Online Services and Service Support. These functions will encompass the current key service priorities of Children's Services, Good Relations, Digital Inclusion, and Health and Wellbeing.

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Further Information

Please contact Jacqueline.mckinstry@librariesni.org.uk for further information on the post.

If you require information on the application process please contact Sharon Hawthorne @: HRRecruit@librariesni.org.uk t: 028 3839 9458

Organisational Structure

Chief Executive

Chief Executive's Unit

- Head of Internal Audit
- PA to Chief Executive

PA to Director of Library Services

Director of Library Services

Director of Business Support

PA to Director of Business Support

- Library Network North & West
- Service Support & Online Services
- Customers Groups
- Customer Experience

Head of Service North & West

Head of Assets Department

- Estates Management
- Capital Planning and Development
- Contracts Management
- Vehicle Management

- Library Network South & East
- Collections - Heritage, Stock & Reader Development
- Community Planning

Head of Service South & East

Head of Finance Department

- Financial planning, control and reporting
- Accounts Payable / receivable
- Procurement
- Payroll

Head of HR Department

- Recruitment and Selection
- Terms and conditions of employment
- Employee and Industrial Relations
- Equal Opportunities
- Staff Health & Wellbeing
- Staff Learning & Development

- Marketing
- Public Relations
- Communications

Head of Strategic Marketing and Communication

Head of ICU / ICT Department

- ICT and Information Management Services
- e3
- FOI /Data Protection /Official Statistics

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HEAD OF SERVICE
NORTH AND WEST REGION

Job Description

Responsible to:
The Director of Library Services

Salary Range:
£61,276 to £64,254 per annum NJC Points 58 – 61

 The postholder will be employed on NJC Terms and Conditions.

Responsible for:
1. Corporate, business and service planning to support the development, implementation, monitoring, delivery and evaluation of public library services in general, and in relation to designated geographic areas, and service-wide and/or specialist functions.
2. Managing Projects.
3. Being a senior point of contact with stakeholders, politicians and the public in support of the Senior Management Team.
4. Providing senior expertise based on professional knowledge to Senior Management and the Board.
5. Staff in a geographical area and staff working on designated service-wide and/or specialist functions.
6. The efficient and effective use of resources including managing and controlling devolved budgets in support of effective library services, ensuring financial probity, regularity and value for money.
7. Promoting and supporting high standards of corporate governance.

Job Purpose
The Head of Service post is a senior leadership post (3rd tier level) within Libraries NI. As a member of Libraries NI's Strategy Group the postholder will be expected to make a substantial contribution to the development and implementation of Libraries NI's corporate strategy, working with the Senior Management Team and the Libraries NI Board and Committees.

The postholder will contribute as a member of Libraries NI's Senior Leadership Group to the corporate leadership and direction of Libraries NI.

S/he will act as a senior point of contact with stakeholders, politicians and the public in support of the Senior Management Team. S/he will be required to represent Libraries NI's interests with a wide range of stakeholders and to engender sound and productive internal and external relationships in support of Libraries NI's business.

S/he will be responsible for the project management of multiple projects including, large multi-million pound projects.

S/he will be responsible for corporate, business and service planning to support the delivery and development of public library services in general and in relation to designated geographic areas and service-wide and/or specialist functions.

S/he will be responsible for the delivery of high quality, effective and efficient library services in designated geographic areas and in relation to service-wide and/or specialist functions.

S/he will be the budget holder for services within designated geographical areas and in relation to designated service-wide and/or specialist functions.

S/he will be responsible for staff within designated geographical areas and staff working on designated service-wide and/or specialist functions.

Heads of Service will be expected to work collaboratively to ensure that library services develop in a consistent and coherent manner in line with Libraries NI's strategic direction.

Main Duties and Responsibilities

Corporate Responsibilities

1. Work with the Senior Management Team and Libraries NI's Board and Committees to develop and implement Libraries NI's corporate strategy.

2. Contribute to the corporate leadership and direction of Libraries NI.

3. S/he will act as a senior point of contact with stakeholders, politicians and the public in support of the Senior Management Team. S/he will be required to represent Libraries NI's interests with a wide range of stakeholders and to engender sound and productive internal and external relationships in support of Libraries NI's business.

4. In conjunction with the Senior Management Team develop and implement annual and multi-year plans in order to implement Libraries NI's corporate strategy.

5. Work with the Senior Management Team in ensuring that all strategic proposals are connected in a manner that promotes a consistent and co-ordinated approach to the delivery of services.

6. Support the work of the Senior Management Team in ensuring effective integration of the corporate and business plans with the resource allocation model.

7. In conjunction with the Senior Management team develop and implement appropriate performance indicators, benchmarks and standards to measure the quality and impact of services.

8. Manage multiple projects including multi-million pound projects.

9. Lead and manage processes for consulting and communicating 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 achieve a high level of customer satisfaction.

10. Promote Libraries NI within the library profession locally, nationally and internationally through formal and informal involvement with professional organisations and networks and their activities at a senior level.

11. Work collaboratively with other senior officers of Libraries NI to advance the vision, aims and policy objectives of Libraries NI.

Geographic Area

1. Lead and manage the delivery of effective public library services in a designated Area in line with Libraries NI's vision, aims and objectives, ensuring that services meet statutory requirements and are relevant to the needs of local communities.

2. Monitor performance against corporate, business and local plans, reporting to the Senior Management Team and Board of Libraries NI, as required.

3. Develop and implement Plans which are in line with Libraries NI's Corporate and Business Plan and which incorporates agreed Departmental targets and performance indicators; monitor progress against the Plan and take necessary action where appropriate to bring about improvements.

4. Manage and direct the work of staff in the Area, ensuring appropriate levels of delegation of responsibility and accountability and the establishment of clear standards and targets for performance.

5. Ensure that the skills, competencies and knowledge of staff within the Area are developed to support service priorities.

6. Be the budgetholder for services within the Area, ensuring that resources are deployed in pursuance of Libraries NI's objectives and be accountable for effective financial monitoring and control.

7. Ensure the provision of professional library expertise in all capital development programmes in the Area.

8. Lead and manage processes for ensuring continuous improvement in services and ensure that they are embedded in the Area.

9. Lead and manage processes to engage with statutory, voluntary and community organisations in the Area to enhance the services available for the people of the area.

10. Represent Libraries NI's interests on Community Planning Partnerships and other local planning forums.

11. Ensure that services provided in the Area demonstrate Libraries NI's commitment to the promotion of equality, inclusion and diversity and that policy in this area is actively implemented and developed.

12. Lead the development and implementation of risk management strategies within the Area and ensure the maintenance of relevant Risk Registers.

Service-wide and/or Specialist Functions

1. Lead the development of policy in relation to designated service-wide and /or specialist functions ensuring that the policy is evidence-based and in line with Libraries NI's strategic direction, corporate culture and statutory obligations.

2. Advise and support the Libraries NI Board and its committees on the formulation, development and implementation of policy.

3. Develop relevant and timely implementation plans; monitor, review and evaluate policy implementation and use the information to inform future developments.

4. Monitor performance against corporate, business and implementation plans, reporting to the Senior Management Team and Board of Libraries NI, as required.

5. Manage and direct the work of designated staff relating to the service-wide and/or specialist functions ensuring appropriate levels of delegation of responsibility and accountability and the establishment of clear standards and targets for performance.

6. Ensure that the skills, competencies and knowledge of staff are developed to support service priorities.

7. Be the budget holder for budgets associated with the service-wide and/or specialist function ensuring that resources are deployed in pursuance of Libraries NI's objectives and be accountable for effective financial monitoring and control.

8. Ensure the development and implementation of risk management strategies.

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.

PERSON SPECIFICATION

Essential Criteria

Applicants must provide evidence that, by the closing date, they meet the following essential criteria:

1.	Hold a professional library qualification; and evidence of continuous professional development.

2.	Experience of successfully managing complex organisational change.

3.	A minimum of three years' experience, gained within the last seven years, of leadership at a senior level* of library services.

4.	At least three years' experience of personal accountability for budget management in an organisation and an understanding of the responsibilities involved in safeguarding and accounting for public funds.

5.	Experience of working with a range of stakeholders both internally and externally to successfully deliver agreed organisational aims and objectives.

Desirable Criteria

1.	Chartered Librarian with CILIP or equivalent.

Further Clarification

Senior Level is defined as having experience of taking decisions that impact at a strategic level and affect the service or 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 3 and/or 4 may be enhanced to 5 years.

Closing Date for receipt of applications is **23:59 on Friday 16 April 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 person 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 process. 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; and

- ensure individuals can make informed, focused decisions about the competencies they may need to develop for their future careers.

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

- **Competency Title**: describes the overall outcome of the competency

- **Description:** explains the competency in more detail by identifying the main behaviours that the competency 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 competency.

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 Director of Library Services.

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:

£61,276 to £64,254 per annum NJC Points 58 – 61

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

Progression through the pay range will be stepped annual incremental progression. The appointee will be employed on NJC terms and conditions of service. The Joint Negotiating Committee for Local Authorities is responsible for reaching agreement on pay.

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 currently 8.5%, 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 a large library within the North and West geographical area and will be subject to consultation with the successful candidate on appointment. H/She will be expected to spend a proportion of their time at Lisburn City Library, the Headquarters of Libraries NI and Derry Central Library.

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:

- 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.

Recruitment and Selection Process

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 Friday 16 April 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 the Head of HR, Jacqueline McKinstry on 07850 205 438.

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 (HRRecruit@librariesni.org.uk) or by telephone (028 3839 9458).

Guidance for Candidates

Application Form

Application forms should be completed in conjunction with the Notes of Guidance for Applicants. The guidance notes can be viewed at: https://careers.librariesni.org.uk/

If you are unable to download a copy, 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 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 organisation 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 questions on the detail of the presentation.

- a series of questions to assess whether the candidate meets the agreed standard in respect of <u>the six key areas identified in the</u> 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 competency, 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?

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

Key Recruitment Dates Timetable
The proposed timetable for the selection process is shown below.

Shortlisting: **Monday 19 April 2021**

Selection Process: **Tuesday 27 and Wednesday 28 April 2021**

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.

Please note that the Equal Opportunities monitoring form must be submitted with the full completed application form.

The closing date for applications is <u>not later</u> than 23:59 on Friday 16 April 2021

Incomplete application forms will not be accepted

LIBRARIES NI IS AN EQUAL OPPORTUNITIES EMPLOYER