

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Casual Mobile Library Driver
- Post Number: P10986
- Grade and SCP: Grade 6 SCP 8
- Directorate: Communities & Customer

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Libraries Team within the Communities and Customer directorate you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Like other services across Shropshire Council, Libraries are transitioning to proactively secure sustainable income streams, encourage innovation, and improve service delivery to better meet the needs of communities and the organisation. Our ambition includes evolving our commercial and community development, diversifying the customer base to fulfil strategic priorities, and reducing reliance on Council funding.



Our **Vision** is for library services in Shropshire to be at the heart of our communities making connections to improve people's lives.

Our **Mission** is to provide physical and digital library services and spaces that inspire people's learning, imagination and discovery, to connect and fulfil an individual's potential, health and well-being and articulate the value of library services to our communities.

Shropshire Library Service is a major force for community cohesion across the county. Supported by dedicated, multi-disciplined staff and volunteers, we serve a wide range of functions: sources of knowledge; promoters of literacy; signposters to early intervention; a focus for local events and networks; as well as a force for fun, exploration and friendship.

Overview of your role

The Casual Mobile Library Driver reports to the Library Support Officer. The team are responsible for delivering efficient and effective library and information services throughout Shropshire.

Who will your manager be and what will you be responsible for?

You will be:

- responsible to the Library Support Officer who is in turn responsible for the post holder's health and safety, training and development.
- operate the library service efficiently by issuing and returning materials, assisting library users, recording statistics and maintaining an attractive and tidy mobile library
- understand and implement the health and safety and equal opportunities policies of the Council
- understand their personal responsibilities under the Council's code of conduct

What will you be doing?

- deliver an efficient and effective Mobile Library Service for customers
- operate the library service efficiently, issuing and returning materials, assisting library users, recording statistics and maintaining an attractive and tidy library
- ensure that the vehicle is operated and maintained in a clean, safe and roadworthy condition and in accordance with council guidelines
- help customers to use the library and answer their enquiries



- participate in the management of library stock as required
- contribute to the work of Mobile Library Working Group in order to ensure a consistent quality of service across Shropshire
- contribute to the recording, reporting and monitoring of library income and performance statistics
- contribute to effective communication within the library service
- be responsible for the security of buildings, vehicles, equipment and other Council property
- maintain and develops a good working relationship with a range of partners and other council services in order to improve the service to customers

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.



What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

You will be based at Longden Road, Shrewsbury, Shropshire SY3 9EL

Your post is subject to the following:

- The post is Casual
- Casual work will be on an 'as and when' required basis and the working pattern will be determined by the needs of the service and your availability

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is as follows: In accordance with the working time directive, you will accrue an entitlement to annual leave, in direct proportion to the hours you work, with effect from appointment.

The appointment is subject to one month's notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references
2. Medical report
3. Evidence of the qualifications required for the post/listed on your application form
4. Satisfactory completion of a Shropshire Council Driving assessment

