

## Job Description

## R & S 2

<b>Job Title</b>	Librarian
<b>Department</b>	Library and Knowledge Services
<b>Band</b>	5
<b>Reports To</b>	Library and Knowledge Services Manager
<b>Operationally Responsible To</b>	Library and Knowledge Services Manager
<b>Professionally Responsible To</b>	Library and Knowledge Services Manager
<b>Location</b>	Based at Mental Health Library, Mount Annexe Post holder is required to work at NHS sites throughout Leeds

## JOB PURPOSE

The post holder will be responsible for the day-to-day running of the library and knowledge service; assisting the Library and Knowledge Services Manager in proactively providing and developing an information and research service to Leeds and York Partnership NHS Foundation Trust staff and partners.

The post holder will supervise the Library Assistant to ensure that their duties are carried out in an efficient and effective manner.

## STRUCTURE

Senior Improvement Manager – Clinical Effectiveness Lead

Library & Knowledge Services Manager  
(Band 7)

## DUTIES AND RESPONSIBILITIES

Librarian (Band 5)

Senior Library Assistant  
(Band 4)

### 1. Communication/Relationship Skills

*(covers providing and receiving routine, complex or highly complex information, barriers to understanding, communicating sensitive or contentious information)*

- 1.1 Select and provide complex information and advice to library service users as part of the literature searching and enquiry service including selection of appropriate sources and devising appropriate search strategies as determined by the reference interview.
- 1.2 Consults with library users and stakeholders to inform purchasing decisions and to inform service developments
- 1.3 Liaise with Supplies, General Stores, and Shared Services to procure books, journals, stationery, library furniture, etc. and to ensure payment of invoices.
- 1.4 Liaise with publishers, book suppliers and other suppliers to procure books, journals, stationery, library furniture, etc.
- 1.5 Liaise with library users to identify their information requirements and provide timely access to appropriate sources of evidence
- 1.6 Deliver training to staff of all levels in the use of electronic resources and information literacy skills to facilitate access to the knowledge base. Includes design of training courses and materials, delivery and evaluation of 1-1 and small group training sessions.

- 1.7 Develops and maintains effective working relationships with library and information professionals regionally and nationally, optimising opportunities to share best practice and support professional development.
- 1.8 Provide training and support for the library assistants in the delivery of all aspects of library services
- 1.9 Provides advice and support for library users around conforming to copyright law
- 1.10 Produces detailed and accurate statistical information on library budget, collections, and usage to inform collection development decision making.
- 1.11 Represents the Trust's interests at local and regional Library meetings

## 2. Knowledge, training and experience

*(covers base, intermediate or specialist knowledge (theoretical and/or practical), level of qualifications, training and experience)*

### Essential

#### Qualifications

- Degree or postgraduate qualification in Library and Information Studies or equivalent discipline

#### Knowledge and Experience

- Customer service principles
- Post-qualification experience of library and information work
- Experience of electronic information resources and literature searching
- Microsoft Office Applications

#### Skills

- Excellent communication, presentation and interpersonal skills
- Well organised, able to balance and prioritise a busy workload whilst retaining attention to detail
- Able to work independently, on own initiative, and as part of a team
- Able to demonstrate a creative and flexible approach to work
- Able to work under pressure
- Committed to professional development
- Committed to the provision of a high quality service
- Computer literate

### Desirable

Qualifications

- ECDL or equivalent experience
- Relevant Teaching qualification (e.g. City and Guilds 730-7)

Knowledge and Experience

- NHS current trends and developments
- Evidence based practice and clinical governance
- Experience producing evidence summaries or similar to support decision making
- Knowledge of copyright/data protection legislation applied to library services
- Collection development policies
- Delivering training to individuals or small groups
- Experience of working in NHS or other health information environment
- Web page construction/design or content management
- Library management system e.g. SIRSI (Symphony)
- Managing or supervising others

**3. Analysis, Problem Solving and Judgemental Skills**

*(covers judgements/decision making of straightforward, a range of situations, complex or highly complex of facts or situations)*

- 3.1 Select and provide complex information and advice to library service users as part of the literature searching and enquiry service including selection of appropriate sources and devising appropriate search strategies.
- 3.2 Select and acquire a range of information resources in a variety of formats ensuring the stock is up-to-date, relevant, and responsive to the changing needs of library users.
- 3.3 Actively involved in Knowledge Management initiatives within the organisation

**4. Planning and Organisational Skills**

*(covers planning and organising own tasks, straightforward tasks, complex or a broad range of complex activities or programmes)*

- 4.1. Selection, sourcing, and provision of appropriate evidence based on parameters provided by library service users
- 4.2. Assist in the development, maintenance and evaluation of promotional and training materials exploiting all available resources and communication methods.
- 4.3. Works collaboratively with health library staff across Leeds to ensure staff have equitable access to library services across the city

4.4. Work independently and manage own workload to meet the constantly changing

needs and deadlines of library service users.

- 4.5. Supervise, delegate, and support the work of library assistants, directing and advising on priorities where required.

## **5. Physical Skills**

*(covers minimal demand for physical skills, standard driving/keyboard or advanced/highly developed physical skills such as hand-eye co-ordination, sensory skills, moving patients and surgical activities)*

- 5.1 Ability to move items of equipment (laptops, presentation boards, display material) between sites
- 5.2 Advanced keyboard skills and ability to set up equipment and troubleshoot basic IT issues.
- 5.3 Ability to travel between Trust sites to deliver services

## **6. Patient/Client Care**

*(covers non-clinical advice, personal care, clinical care, implements or develops care packages/clinical technical services which are specialist or highly specialist)*

- 6.1 Responsible for ensuring that clinicians and manager have access to the information required to support evidence-based-practice. This is achieved through information skills training, evidence search provision, and document supply services

## **7. Policy and Service development Implementation**

*(covers responsibility for development and implementation of policies and/or services i.e. implements in own work area, policy/service development across own area/directorate/organisation)*

- 7.1 Assists the Library and Knowledge Services Manager in the development and implementation of the Library and Knowledge Strategy and associated planning and reporting documentation
- 7.2 Consults with library users and stakeholders to inform purchasing decisions and to inform service developments.
- 7.3 Make recommendations relating to all areas of Library and Knowledge Services, including partnerships arrangements across the Leeds Libraries for Health group.

## **0. Responsible for Financial and Physical Resources**

*(covers financial resources i.e. cash, cheques, budgets and physical resources such*

*as clinical, office and other equipment, tools, instruments, personal possessions of patients/clients)*

8.1 Delegated responsibility for budgetary control.

~~— Act as conduit between site services and the Mount, attending House meetings to ensure issues around accommodation and support services are handled effectively.~~

8.2 Liaise with Supplies, General Stores, and Shared Services to procure books, journals, stationery, library furniture, etc. and to ensure payment of invoices.

8.3 Liaise with publishers, book suppliers and other suppliers to procure books, journals, stationery, library furniture, etc.

8.4 Responsibility for the IT suite, including bookings, arranging maintenance and upgrades to equipment where required.

## **9. Responsible for Human Resources**

*(covers management/supervision/coordination/teaching, training and development/ including dealing with HR issues such as grievance, disciplinary, absence management and appraisal)*

9.1 Ensure that all newly registered library users have access to a library induction and that information supplied on Corporate Inductions is accurate

9.2 Deliver training to staff of all levels in the use of electronic resources and information literacy skills to facilitate access to the knowledge base. Includes design of training courses and materials, delivery and evaluation of 1-1 and small group training sessions.

9.3 Develops and maintains effective working relationships with library and information professionals regionally and nationally, optimising opportunities to share best practice and support professional development.

9.4 Provide training and support for the library assistants in the delivery of all aspects of library services

9.5 Provides advice and support for library users around conforming to copyright law.

## **10. Responsible for Information Resources**

*(covers computerised, paper-based and information systems i.e. records own generated information, data entry, create reports, design/development/use of information systems)*

- 10.1 Liaise with library users to identify their information requirements and provide timely access to appropriate sources of evidence
- 10.2 Generate minutes from chaired meetings to accurately reflect business and action points.
- 10.3 Collaborates with other libraries nationally to provide a document supply service
- 10.4 Catalogue and classify new stock in accordance with appropriate classification scheme facilitating ease of access to stock for users
- 10.5 Assist in the development and delivery of effective current awareness services alerting users to relevant emerging evidence in their area of practice.
- 10.6 Oversee the operation of the Library Management System maintaining standards of accuracy, facilitating circulation and automated processes such as overdue reminders.

## **11. Research and Development (R & D)**

*(covers informal and formal clinical or non-clinical R & D i.e. carries out audits, undertakes R & D, co-ordinates and implements R & D programmes)*

- 11.1 Monitor usage of the physical library service and its physical and electronic resources
- 11.2 Produces detailed and accurate statistical information on library budget, collections, and usage to inform decision making.

## **12. Freedom to Act**

*(covers accountability for own actions and those of others, use of own initiative and act independently and the discretion to take action i.e. works with supervision or is guided by procedures, guidance by others, interprets policy and strategy)*

- 12.1 Works to agreed objectives within defined professional and local policies and procedures
- 12.2 Represents the Trust at Leeds Libraries for Health group meetings, making recommendations for service development and policy
- 12.3 Represents the Trust at local and regional Library meetings
- 12.4 Makes decisions on daily basis with regard to access and loan of library resources
- 12.5 Contributes to purchasing decisions around the full range of library resources

## **HEALTH, SAFETY & RISK MANAGEMENT**

You must at all times comply with the Leeds and York Partnership NHS Foundation Trust Health & Safety Policies, in particular by following agreed safe working procedures and reporting incidents using the trust's risk incident reporting system.

You are required to inform the line manager of any safety issues that could affect you or others in the work place. You are responsible for your own Health & Safety and must co-operate with the management at all times in achieving safer work processes and work places, particularly where it can impact on others.

You will be trained in the correct use of any equipment provided to improve Safety and Health within the trust. You are required to use the equipment when necessary and as instructed; it is your responsibility to ensure the equipment is safe to use, prior to its use and must report any defects immediately to your manager.

You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements

You are required to provide adequate supervision to ensure compliance with safe work practices.

You will be expected to carry out risk assessments, identify hazards in your work place, and evaluate the level of risk associated with identified hazards and implement adequate controls to eliminate or reduce the level of risk.

You are responsible for the implementation and adherence to trust Safety Policies and Procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes. Monitoring the effectiveness of any control measures implemented

You are to ensure suitable and sufficient equipment is provided to sustain the Health & Safety of staff, patients and visitors to areas within your remit

## **TRAINING AND PERSONAL DEVELOPMENT**

You must take personal responsibility in agreement with your line manager for your own development by ensuring that continuous professional development remains a priority. You will undertake all mandatory training required for the role and participate in supervision/appraisal as necessary.



## **SAFEGUARDING**

Any post holder within the organization will be expected to undertake safeguarding training (Children and Adults) appropriate to their role and adhere to policies and procedures relevant to the area they work in.

## **INFORMATION GOVERNANCE AND DATA QUALITY**

### **CONFIDENTIALITY**

You have a duty to protect the confidentiality of personal information you hold. You should respect patient confidentiality at all times, and protect, and not divulge patient information unless sanctioned by the requirements of the role.

### **DATA QUALITY**

If your job involves collecting and / or inputting data into Trust information systems, and particularly if this relates to service users or other persons, then you must follow Trust policies and procedures to ensure the accuracy and completeness of this information.

If you supervise or manage staff then you are required to ensure staff understand and comply with Trust policies and procedures concerning the collection and input of data into Trust information systems.

## **TRUST VALUES**

You are required to act at all times in accordance with the Trust values of Improving Lives, Respect and Dignity, Compassion, Commitment to Quality of Care, Everyone Counts and Working Together.

## **EQUALITY AND DIVERSITY**

You have a duty not to discriminate against service users/patients, staff or visitors and to adhere to equal opportunities and equality and human rights legislation.

## **SPECIAL WORKING CONDITIONS**

Regular travel between Trust sites is a requirement of this role, together with occasional travel within the Yorkshire and Humber region.

## **INFECTION CONTROL RESPONSIBILITIES**

You have the following key responsibilities:

- You must wash your hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient/service user contact.
- You have a duty to attend annual mandatory hand hygiene training (clinical staff) or three yearly mandatory hand hygiene training (non clinical staff) provided for them by the Trust.
- If you develop an infection (other than common colds and illness) that may be transmittable to patients you have a duty to contact Occupational Health or Infection Control and seek advice on its' management.
- Compliance with all infection control policies and procedures will form an integral part of the practice of all staff.

## **HIGH QUALITY PATIENT CARE**

*For clinical staff only*

You will maintain the highest standards of care and service treating every individual with compassion, dignity and respect taking responsibility not only for the care you personally provide but also your wider contribution to the aims of your team and the NHS as a whole.

You will play your part in sustainably improving services by working in partnership with patients, the public and communities

### **RAISING CONCERNS**

You should aim to raise any genuine concern you may have about a risk, malpractice or wrongdoing at work which may affect patients, other staff or the public or the Trust at the earliest reasonable opportunity. Please refer to the Trust's Whistleblowing/Raising Concerns Procedure

### **THE NHS CONSTITUTION**

Staff within the NHS have legal duties under Section 9 of the NHS Constitution and these should be complied with. A copy of the Constitution can be found on the Trust's staff net or on the NHS Employers web-site.

**LINE MANAGER'S NAME .....****SIGNATURE .....**  
**DATE .....**