RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Stock & Reader Development Officer**

Grade: **G06**

Directorate: **Children and Families**

Department: **Living Well Rutland**

Responsible to: **Community Access Library Team Leader**

Purpose of the Job:

To manage the day-to-day organisation and development of library stock across Rutland Libraries, ensuring collections are relevant, accessible, well maintained and effectively presented to customers.

To coordinate reader development, promotional and engagement activity across library sites, schools and other outreach settings, working with colleagues to use library collections to encourage reading, learning and community participation.

To provide direction for stock and reader development activity, including delegated budget administration and line management of the Stock & Bibliographic Services Practitioner.

Main Responsibilities:

1. To lead the day-to-day management and organisation of library stock across Rutland Library Service, identifying priorities in consultation with the Library Team Leader and ensuring agreed stock management procedures are consistently applied.

2. To manage the stock rotation process across library sites, directing Library Practitioners to identify network-wide and site-specific stock priorities, deliver rotation cycles and ensure agreed procedures are consistently applied.

3. To jointly coordinate the acquisition, processing and allocation of new library stock across the service, with responsibility for purchasing for allocated stock areas and monitoring relevant expenditure.

4. To provide administrative support for the library stock budget, including recording and monitoring expenditure, maintaining accurate financial records and providing information to the Library Team Leader to support overall budget management.

5. To manage customer stock reservations, requests and recommendations, assessing requests against collection needs, availability and agreed purchasing procedures, and making appropriate purchasing decisions, escalating matters requiring additional budget or strategic consideration to the Library Team Leader.

6. To oversee stock editing and bibliographic activity, acting as Lead Cataloguer and providing guidance on cataloguing and catalogue maintenance, ensuring appropriate standards and procedures are applied across the service.

7. To monitor stock performance, usage and relevant KPIs across Rutland Libraries, analysing information from the library management system and other reporting processes to inform stock selection, rotation, editing and collection development.

8. To maintain accurate and up-to-date information relating to stock, collections and reader development, working with the Library Service Delivery Coordinator to provide relevant data and analysis to support service planning, performance monitoring and statutory and non-statutory reporting.

9. To lead reader development and engagement activity across Rutland Libraries, including themed promotions, displays, reading initiatives and author events, providing direction to Library Practitioners and appropriate guidance to volunteers to ensure reading and engagement with library collections is promoted consistently across all sites.

10. To support the Library Team Leader in developing and co-delivering Rutland Libraries' schools and outreach offer, including supporting school visits, assemblies and other activities that promote reading, library membership and engagement with library services.

11. To maintain a strong awareness of new and forthcoming publications, developments in publishing and wider reading trends, and apply this knowledge to inform collection development, stock selection and purchasing.

12. To work across all four libraries and to provide occasional front-line cover, supporting colleagues with complex customer enquiries and assisting with activities and events as required.

13. To line manage the Stock & Bibliographic Services Practitioner, providing appropriate supervision, support and performance management, and allocating work in accordance with service priorities.

14. To undertake quality assurance of stock presentation across all library sites, ensuring collections are attractively and appropriately presented and maintained to agreed standards, and to monitor and report findings in

conjunction with the Library Service Delivery Coordinator and Library Team Leader, to support consistency and wider quality assurance processes across the service.

15. To manage data of a sensitive and confidential nature and extract information in accordance with the Data Protection Act, and other relevant legislation, ensuring its secure transmission where appropriate.

16. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

17. Take reasonable care of your health and safety and that of other people who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating, and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Behaviours and outcomes:

Work collaboratively across Living Well Rutland and children's services as a whole, to ensure a joined up, consistent service that adds value to the Rutland community.

Be ambitious for Children, Young People and families and champion best practice to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

Responsibility for the coordination and oversight of library stock, collections and bibliographic activity across Rutland Libraries, including responsibility for allocated stock expenditure.
Line management of the Stock & Bibliographic Services Practitioner. Responsibility for providing direction on specific stock-related and reader development activity to

RUTLAND COUNTY COUNCIL

Library Practitioners and coordinating this work with frontline library staff and volunteers.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Relevant qualification or equivalent experience in library, information, collections, reader development or a related field.	A/D

Desirable	Method of Assessment *
Chartered or Certified membership of CILIP.	A/D
Librarianship or information services qualification.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Knowledge of library services, stock management and/or reader development.	A/I
Experience of using a library management system and maintaining accurate library records and information.	A/I
Experience of coordinating administrative and/or operational activity, with the ability to organise and prioritise work effectively.	A/I
Experience of working with library colleagues to deliver stock, collection or reader development activity, including providing guidance and/or coordinating work.	A/I
Experience of using initiative to identify opportunities to improve the customer experience or promote library services.	A/I
Knowledge of the importance of attractive, accessible and relevant library collections and reader development activity.	A/I
Experience of providing front-line library services, including responding to customer enquiries and supporting customers with information, resources and library services.	A/I

RUTLAND COUNTY COUNCIL

A demonstrable enthusiasm for reading and for encouraging others to engage with books, reading and library collections.	A/I
Desirable	Method of Assessment
Experience of working with library stock, collections or bibliographic services.	A/I
Experience of using information or performance data to monitor activity and support service improvement.	A/I
Experience of using the Axiell Library Management System.	A/I
Experience of line management, supervision and/or supporting the development of colleagues.	A/I
Knowledge of basic cataloguing principles and library catalogue maintenance.	A/I
Experience of planning, coordinating or delivering reader development activities, such as reading promotions, displays, storytimes, author visits or other library-based activities.	A/I
Ability to manage delegated resources effectively, including monitoring expenditure and making appropriate purchasing decisions within agreed budgets.	A/I
Experience of working with schools, children, young people, community groups or other partners to deliver reading, library or outreach activities.	A/I

SKILLS

Essential	Method of Assessment *
Good organisational skills, with the ability to plan, prioritise and coordinate competing tasks and meet deadlines.	A/I
Good ICT skills, including Microsoft Office applications and library management systems.	A/I
Good attention to detail and accuracy, particularly when working with stock, catalogue records and financial information.	A/I
Good communication and interpersonal skills, with the ability to work effectively with colleagues, volunteers, customers and partners.	A/I/T

RUTLAND COUNTY COUNCIL

Ability to provide direction and coordinate work effectively with colleagues.	A/I
Ability to make informed decisions about stock, collections and reader development activity within agreed procedures and delegated responsibilities.	A/I/T
Ability to use information and data to monitor activity and support effective decision-making.	A/I
Ability to work independently, use initiative and exercise sound judgement.	A/I
Commitment to delivering high-quality, inclusive library, information and reader development services for a range of audiences.	A/I
Ability to maintain customer confidentiality and handle personal information appropriately.	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible and able to work as part of a busy team and occasionally out-of-hours as service needs demand.	A/I
Willingness and ability to visit other sites as and when required.	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both

RUTLAND COUNTY COUNCIL

the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
Oct 2026	Yes – New	James Kearney, Community Access Library Team Leader