

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Strategic Lead - Libraries & Heritage Service	Grade:	SMG 1
Reports to (Designation):	Head of Community Education and Cultural Assets	Grade:	SMG 3
Directorate:	Community Services Place	Department:	Libraries & Heritage Service

Main Purpose of the job:

The post has strategic responsibility for ensuring the statutory compliance and operational delivery of the Libraries & Heritage Service.

With responsibility for approx. 60 employees, the role leads service transformation, taking best practice from across London and nationally embedding a culture of continuous improvement and delivering excellent services that exceed customer expectations. Their drive and enthusiasm to challenge current thinking and to make change happen will help shape the way forward for staff across the Service.

The postholder will work across a wide range of council departments and partners and provide strategic advice to the Council's senior leadership team and elected members.

Summary of Responsibilities and Personal Duties:

1. To meet the statutory duties for libraries and heritage by providing a comprehensive and efficient library service under the Public Libraries and Museum Act 1964 and ensure proper stewardship of heritage assets under the relevant cultural and archival legislation.
2. To be the lead officer for the collection and appropriate storage of Archive materials and records relevant to the history of the Borough and its residents. Act as custodian and registrar of the Diocesan Record Office of the Borough.
3. To develop and implement a forward-thinking strategy and vision that ensures service plans reflect the council's ambitions and values, meets local needs and demographics and delivers on manifesto commitments.
4. To inspire a shared vision that connects staff and impact of library services as inclusive, trusted community anchors for learning, culture and wellbeing.

5. Empower teams through professional development and recognition of strengths and contributions.
6. To secure the financial sustainability of services within the Service through tight budget management and cost control.
7. To build strong relationships with external bodies such as DCMS, Arts Council England and Libraries Connected to ensure compliance with statutory responsibilities and any changes in legislation, while sharing the service's plans around transformation.
8. To represent the service at strategic forums, partnerships and cross sector networks,
9. To develop a high performing and effective workforce culture, ensuring council's absence and performance policies and processes are adhered to, while fostering talent, developing training plans and recruiting as required.
10. To develop partnership working and multi-agency collaboration that maximises use of joint resources, celebrates cultural heritage, lifelong learning and engages diverse audiences.
11. To implement and regularly review health and safety and safeguarding procedures in line with the Council's policies.
12. To develop comprehensive business continuity and emergency plans and test them periodically.
13. To actively participate in the directorate's Senior Management Team.
14. To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.
15. To undertake any other duties commensurate with the post's level of responsibility.
16. All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Equal Opportunities

Carry out the responsibilities of the post with due regard to the Council's Equal Opportunity Policies.

Internal Contacts

The Libraries & Heritage Team, the Council's Senior Leadership Team, Elected Members and other departments of the Council.

External Contacts

With members of the public, key partners & stakeholders, organisations, contractors, the voluntary sector and community groups, Arts Council England, Libraries Connected and the Department for Digital, Culture, Media & Sport (DCMS).

Consideration will be given to restructuring the duties of this post for a disabled post holder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title: Service Development Manager	Grade	P05	No of posts 1
Title: Service Operations Manager	Grade	P05	No of posts 1

PERSON SPECIFICATION

Job Title: Strategic Libraries and Heritage Service Manager **Grade:** SMG 1

Department: Place

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Detailed knowledge of key national and local policies, trends and initiatives relevant to the direction and delivery of libraries, heritage and archives services	S
Good knowledge of service-relevant marketing opportunities and the external promotion of a service area.	S
Extensive practical working knowledge of libraries or archives or heritage provision and how they contribute to corporate and community agendas.	S
Knowledge of acquiring internal and external funding streams for a service area.	S
Aptitude	
Ability to build and develop an effective management team capable of meeting the anticipated future demands on the service.	
Ability to develop partnership across a wide range of Council, statutory and voluntary services.	
Ability to effectively team build.	
Ability to make effective decisions, prioritise workloads and manage competing demands at a senior, strategic level.	
Awareness and sensitivity to be able to manage successfully within a political environment working effectively with elected members and other agencies.	S
Skills	
Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
Interpersonal and presentational skills.	T
Negotiating and influencing skills.	
Public sector leadership skills.	T
Relevant financial management skills.	

Written and oral skills	
Experience	
Experience of effective interagency and partnership working.	S
Experience of effectively managing and developing people.	S
Experience of implementing and maintaining a quality assurance and evaluation framework.	S
Experience of leading, promoting and managing change in a public sector setting.	S
Experience of strategic business planning, setting service-wide objectives, and implementing annual business plans.	S
Experience of writing and presenting reports to Members and Senior Managers.	S
Substantial experience of effectively managing financial resources.	S
Successful experience of attracting external funding to a service.	S
Successful experience of managing a public sector service in a political environment	S
General Education	
Educated to Degree level or equivalent with a demonstrated commitment to continuous	S
Personal Qualities	
The post holder is required to be flexible in their work pattern. This may involve varying their hours from time to time, some evening and weekend work, and working at different sites around the Borough	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)