

Service	Education, Communities and Housing
Head of Service Area	Community Learning, Leisure and Housing
Service Manager Area	Leisure and Culture
Job Title	Mobile Library Driver/Library Assistant
Location	Orkney Library and Archive
Reporting To	Team Manager (Libraries and Archives)
Grade	D
Job Evaluation	C6

Job Purpose

To provide a friendly and efficient mobile library service to schools and communities throughout Orkney and within the Orkney Library and Archive.

Job Specific Duties and Responsibilities

Mobile Library Duties

Driving Mobile Library on mainland of Orkney and all islands with ro-ro facilities, in line with the agreed rota.

Ensuring the vehicle is maintained in day-to-day running order by carrying out routine checks and reporting faults, as necessary, to the Fleet Operator.

Ensuring the vehicle is cleaned and washed inside and out.

Promoting use of the mobile service to the public

Completing vehicle records relevant to fuel consumption and issue.

Providing a service to housebound readers in isolated areas.

Familiarisation of new staff with the procedures and operation of the mobile library.

Operation of the vehicle step lift.

Library Assistant Duties

Issuing and discharge of library materials and collection of charges associated with loan of materials.

Sale of publications and issue of receipts.

Registering and amending membership records and cards and filing these.

Responding to routine library user enquiries, book and subject requests and notifying users of requested items awaiting collection.

Assessing the physical condition of library materials being returned and undertaking minor repairs to library materials as required.

Maintaining notice boards, posters and display boards

Circulation of stock to the public and within the library network.

Inputting, checking and maintenance of database records.

Handling customers' requests and enquiries.

Stock maintenance, including shelving, handling, processing and minor repairs.

General Duties and Responsibilities

Working Environment

The job holder will be predominantly based indoors, either within the mobile library or at Orkney Library and Archive. The role doesn't normally have exposure to unpleasant or disagreeable substances.

Communication

The post holder will be required to deal predominantly with members of the public and other work colleagues.

Responsibility for Employees

The post holder has no responsibility for employees.

Financial Resources

Occasional cash handling via till at issue desk.

Information Systems

The post holder will be required to use a range of computer packages, including Microsoft Office and an automated library management system.

Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

- ☐ This post does not require a check on criminal conviction history
- ☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☒ Level 1 Disclosure Check via Disclosure Scotland.
- ☐ Level 2 Disclosure Check via Disclosure Scotland.
- ☐ Level 2 Disclosure Check with Barring via Disclosure Scotland.
- ☐ Level 2 Disclosure Check with PVG for working in a regulated role with children.
- ☐ Level 2 Disclosure Check with PVG for working in a regulated role with protected adults.

Significant/Regular demands associated with the Role

Task	Relevant ✓	Task	Relevant ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)	✓	Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working	✓	Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted PostYes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☐ Other, please specify below: _____

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.
- ☐ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Education, Communities and Housing		
Head of Service Area	Community Learning, Leisure and Housing		
Service Manage Area	Leisure and Culture		
Post Title	Mobile Library Driver/Library Assistant		
Factor	Criteria	Essential / Desirable	How Assessed
Experience	Previous experience of providing excellent customer care.	Essential	Application Form and Interview
	Previous experience of using ICT.	Essential	Application Form and Interview
	Interest in books and reading.	Essential	Application Form and Interview
	Experience of driving a large vehicle (LGV), comparable to the Mobile Library.	Desirable	Application Form and Interview
	Previous experience of working with children.	Desirable	Application Form and Interview
	Previous experience of working in a library.	Desirable	Application Form and Interview
Knowledge	Good general education - ability to demonstrate good standards of literacy and numeracy.	Essential	Application Form and Interview
	Hold a Driver Certificate of Professional Competence <u>or</u> a requirement to complete the relevant training at the first available opportunity following acceptance of the role.	Essential	Application Form and Interview
Other Requirements	Category C1 specified on full current driving licence.	Essential	Screening Question