



Job description

Directorate : Growth

Service : Livewire (HMP Risley)

Post details

Job title: Prison Librarian

Grade: 6

Location of work: HMP Risley

Directly responsible to: Bibliographical Services Manager/s

Directly responsible for: Prison Library Assistants and Library Orderlies

Hours of duty: 37

Primary purpose and scope of the job:

To manage, develop and promote the library within the prison establishment.

To manage and ensure delivery of a range of activities which complement the needs of the establishment and its prisoners, and to take account of the special requirements of a prison environment.

To build a habit of reading among prisoners and to support reading schemes that encourage literacy.

Liaising with the Head of Learning and Skills, the Education Manager and other Prison Officers.

Working relationships

1. Work to the Bibliographical Services Manager/s
2. Liaise with Prison management
3. Work with Prison Officers, orderlies and Education staff
4. Work with strategic partners
5. Liaise with prisoners and service users
6. Liaise with LiveWire colleagues
7. Work with and supervisor Prison Library Assistants

Key tasks and responsibilities:

1. Promote the enjoyment of reading, widening reading choices, encouraging the use of the library for cultural, educational and recreational purposes. Achieve this by use of induction programmes for new users, by leading weekly reading groups, and by delivering a programme of reader development activities, including partnership approaches with other departments within the prison. Encourage this through provision of displays of materials in the library, and literature and information leaflets for learner offenders to have access to.
2. Ensure that staffing levels are maintained at all times and arrange relief cover for sickness and leave. Alert the Bibliographical Services Manager/s to any shortfall in staffing and closures
3. Supervise, monitor and manage the library assistant(s), supervising the standard of work to ensure that this complies with the duties specified in the contract specification. Carry out annual Performance Review & Development (PRD) interviews and hold monthly supervision meetings with staff. Supervise and train prison orderlies, ensuring that clerical routines are up to date.
4. Ensure that the library provides an up-to-date collection of books to encourage reading, by managing the delegated stock budget, purchasing new books and other materials to support reading through approved suppliers. Manage the library stock, ensuring it is displayed to maximise impact and issues.
5. Manage and provide an effective enquiry, advisory and information service to prisoners, drawing on external sources of supply as necessary. Ensure that all users have equal access to materials regardless of their physical or ethnic status and background, in accordance with Government legislation.
6. Be the first professional point of contact for the library and liaise with the Head of Learning and Skills and other prison managers, to ensure that good communications are maintained. Ensure that all prisoners are treated fairly and decently, and that equal access to library services for all prisoners is maintained.
7. Monitor and record all necessary statistics to meet targets and performance indicators in the contract, to present at each quarterly review meeting. Prepare an annual report and self-assessment report (SAR) and carry out an annual user survey.
8. Provide access through the prison on-line p-nomis facility to ensure prison PSI / PSO are updated and available when requested. Maintain updated information on the prison local and national through maintaining regular log-on to the p-nomis system.
9. Attend meetings in the prison as required and report on the library's contribution to their action plans.
10. Contribute to the general wellbeing of the prisoners by engaging with partners to promote and support health activities, both in the library and elsewhere within the Prison.
11. Produce a monthly list of overdue and lost books and manage processes to minimise stock losses, working closely with the Prison managers, detailing losses at quarterly meetings and in the annual report.
12. Maintain effective communication with the Bibliographical Services Managers, updating them of developments within the Prison and making recommendations on service developments and delivery.
13. Participate in the agreed PRD scheme. Participate in training and maintain professional awareness by reading, attending conferences and meetings and ensuring professional skills is up to date, especially IT skills. Participate in mandatory Prison training programmes as required.

14. Be aware of, and adhere to, the rules and regulations of the Prison at all times. Complete the professional standards on-line training. Respect and maintain the confidentiality required by the Prison both at work and at home, including General Data Protection Regulations (GDPR). Carry out radio training and carry a radio when on duty at all times, maintaining the strict standards required by the establishment when using the radio. Ensure that all library staff read and sign the Code of Conduct on appointment and at annual intervals afterwards.
15. Operate the various risk management, Equality & Diversity, Health and Safety and security systems to ensure personal safety and building security. Library staff must take personal responsibility for their own Health & Safety, reporting incidents and accidents immediately to the relevant authority by completing Security Information Report forms (SIRs) as necessary.
16. Be flexible in regard to work patterns to meet the needs of the library provision and be prepared to work at any site in the service.
17. Notwithstanding the detail in this job description, the jobholder will undertake work as required by their line manager from time to time, up to or on a level consistent with the principal responsibilities of the role.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / revised by

Alison Clay (July 2024)

Agreed job description signed by holder

(To be signed only following appointment)

Date job description signed by holder
