

JOB DESCRIPTION

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|---|-------------------------------------|------------------------|--|
| Job Title | Development Officer | | |
| Service | Partnerships Localities and Culture | | |
| Reporting to | Senior Development Officer | | |
| Grade | 11 | | |
| Evaluation ref: | AG0223 | Job Family ref: | |
| Role Purpose | | | |
| <p>The Development Officer plays a key role in enabling high-quality, modern library services across Somerset by working collaboratively with local communities, partner organisations, and internal council services. The role leads on either stock or digital development initiatives, ensuring that library resources, systems, and services remain relevant, accessible, and responsive to changing needs.</p> <p>Through data-informed decision-making, innovation, and partnership working, the Development Officer drives improvements to the library offer, supports the effective management of stock and digital platforms, and contributes to strategic service development. The role also strengthens staff capability through training and knowledge-sharing, helping the service to plan, evolve, and deliver a dynamic 21st-century library experience.</p> | | | |
| Accountabilities | | | |
| <p>Lead stock or digital developments Uses individual strengths to provide a steer or a lead for either stock or digital developments relevant to the delivery of a 21st Century library service.</p> <p>Stock management Under direction of the Service Manager Development will recommend, monitor and implement policies for stock management for Somerset Libraries or for digital library services.</p> <p>Explore developments for improvement Will actively explore developments and draft business cases to improve the library digital offer e.g., library app, MOOCs, use of social media, e-resources working with a range of stakeholders such as economic development, creative industries, FE colleges.</p> <p>Budgetary management Will allocate and manage stock resource budgets, monitor spending and identify and rectify problems.</p> <p>Determines and devises systems for selection Determines and devises the systems necessary for the selection, promotion, exchange, editing and monitoring of all stock collections (lending and reference) in a range of formats (e.g., printed, audio, digital).</p> | | | |

JOB DESCRIPTION

Stock tender processes & supplier selection

Assists in stock tender processes and the production and maintenance of supplier selection profiles for all relevant areas of stock. Involved in the monitoring of supplier performance and standards.

Monitor standards

Sets and monitors standards across the county including the devising and setting of performance standards in the areas of stock resources and digital services ensuring optimum quality and value for money e.g., increased use of People's Network; wider access to e-resources; increased use of lending collections.

Complex data sources to inform activities

Uses a complex range of data sources to inform activities, usage and take-up. May commission new data if required e.g., collection HQ reports, performance data, local intelligence data such as SINE.

Training & skills development

Plans and delivers training and skills development programmes on related matters to library managers, library staff, volunteers, and any other parties as required e.g., use of portable devices; use of online information resources; stock promotion and presentation.

Support to Development Team

As part of the development team supports the promotion of related initiatives and activities e.g., health promotions; online reading groups and where there are interdependencies co-ordinate plans with other development officers, and operational staff. Will play an important role in maintaining and developing effective working relationships with staff at all levels. Advises on layout changes, supporting the development of new service delivery models.

Maintain sectoral knowledge

Actively maintains sectoral knowledge: trends, activities and developments. Informs and advises senior managers and colleagues as relevant to ensure the service is able to plan and respond flexibly.

Knowledge / Experience / Skills

| | Essential | Desirable |
|---|-----------|-----------|
| Knowledge | | |
| Proven ability to make effective decisions with clear, outcome-focused results. | X | |
| Demonstrated commitment to a customer-focused approach in service delivery. | X | |

JOB DESCRIPTION

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|--|---|--|
| Experience | | |
| Experience of developing and delivering innovative projects. | X | |
| Practical experience of promoting services and/or events. | X | |
| Experience of using a range of ICT applications e.g., social media; online learning platforms. | X | |
| Qualifications / Registrations / Certifications | | |
| Educational qualifications to at least A-level, HND/HNC or acquired knowledge to degree standard. | X | |
| Evidence of work-related continuing professional development. | X | |
| Skills | | |
| Managerial skills, able to motivate others, often taking a lead role for specific elements of a project. | X | |
| Excellent presentation skills able to talk to a diverse range of audiences including front line library staff, senior service managers, service users and partner organisations. | X | |
| Strong report writing skills able to analyse and use management information to help inform and produce a coherent evidence-based document. | X | |
| Able to manage a diverse workload and prioritise whilst keeping to deadlines. | X | |
| Excellent verbal and written skills. | X | |
| Numerate. | X | |
| Working Conditions | | |
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| Dimensions of the role | | |
| | | |
| Working Arrangements | | |
| Somerset Council's Dynamic Working Strategy will be applied to this position. | | |

JOB DESCRIPTION

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: