



HIGH LIFE HIGHLAND
JOB DESCRIPTION

JOB TITLE:	Network Librarian
SALARY:	£35,399 - £39,585 pro rata
LOCATION:	Fort William Library
RESPONSIBLE TO:	Senior Network Librarian, Central
HOMEWORKING:	This post is not suitable for homeworking
JOB PURPOSE:	<ul style="list-style-type: none">• Be part of a team delivering library and information and associated services within a defined geographic area.• Contribute to a specialist team with Highland- wide responsibility in library and information services.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Planning - to contribute to the development and implementation of relevant aspects of the High Life Highland planning process, setting measurable targets as required.
- Staff – to contribute to the management and development of staff including assisting with recruitment, disciplinary and grievance procedures and adherence to High Life Highland's policies.
- Resources - to contribute to the management of digital and physical resources.
- Learning - to contribute to the delivery of reading and learning services adhering as appropriate to the Curriculum for Excellence, including frontline working with pupils.
- ICT - to support and encourage the use of appropriate ICT to enhance learning and communication opportunities as well as service delivery.
- Accountability – to contribute to continuing service improvement measured by Quality Frameworks including Customer Service Excellence.

- CPD - to be actively involved in continuing personal and professional development and prepared to train and encourage others in this respect
- Community - to contribute to the planning, and implementation of Network and Area focussed community initiatives and events.
- H&S - to establish and maintain health and safety standards ensuring that all establishments are fit for purpose and provide attractive environments.
- Responsible Premises Officer - to be responsible for agreed premises to ensure their effective and safe operation.
- Gaelic - to actively promote High Life Highland's Gaelic Policy
- Representation - to represent High Life Highland on appropriate local and national bodies as required.
- Pursue continuous professional development and contribute to the continuous improvement of Fort William Library and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Fort William Library team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: March 2026

 <p>highlife highland na gàidhealtachd</p>	<p>HIGH LIFE HIGHLAND PERSON SPECIFICATION</p>
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JOB TITLE: Network Librarian

LOCATION: Fort William Library

ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

EXPERIENCE

- Experience of operating a Library Management System
- Experience of effective stock management in a library context
- Experience of effective personal and professional development and ability to encourage and aid others to engage in CPD.

EDUCATION AND QUALIFICATIONS

- ECDL, equivalent qualification, or evidence of relevant experience using ICT systems
- Educated to Degree level and/or with appropriate library experience.

SKILLS/ ATTRIBUTES GENERAL

- Ability to contribute to the development and implementation of the planning process.
- Ability to use ICT to enhance service delivery, learning and communication opportunities.
- Ability to plan and implement events and source external funding if required.

SKILLS/ABILITIES SPECIFIC TO THE POST

- Experience of effective stock management in a library context
- Ability to contribute to the management and development of staff including assisting with appointments, disciplinary and grievance procedures and adherence to Council policies

- Ability to implement and encourage others to implement quality frameworks and achieve agreed measurable targets.
- Ability to establish and maintain health and safety standards ensuring that all establishments are fit for purpose and provide attractive environments.
- Ability to act effectively in the role of Responsible Premises Officer
- Willingness to actively promote High Life Highland's Gaelic Policy

INTERPERSONAL AND SOCIAL SKILLS

- Ability to use professional knowledge to advise and guide others as required.
- Ability to communicate effectively with others including children, teenagers and adults.

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.