

**JOB DESCRIPTIONS FOR CORPORATE SERVICES STAFF IN  
LIBRARIES NI  
(REFERENCE AQW 6433/2010)**

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1. Director of Business Support
2. Personal Assistant
3. Human Resource Manager
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11. Finance Clerk
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13. Assistant Payroll Officer
14. Assets Manager
15. Assistant Assets Officer
16. Senior IT Support Officer

## Job Description

- Post:** Director of Business Support
- Salary Range:** £61,806 - £75,798 (performance related)
- Responsible to:** Chief Executive
- Hours:** The normal hours of work are 36 per week (Monday – Friday); however the postholder may be required to work outside these hours, including some evenings and occasional weekends, for which no additional remuneration will be paid.
- Responsible for:**
1. The leadership, management and overall strategic direction of:
    - Finance and Accounting Services
    - Payroll Services
    - Human Resource Services
    - Assets Management Services
    - ICT Services
    - Administrative Services.
  2. Assisting the Chief Executive to fulfil her Accounting Officer role as outlined in DAO(DFP) 07/08 Managing Public Money Northern Ireland and the Management Statement / Financial Memorandum for NILA (currently in draft format) through effective monitoring and control of finance and safeguarding of public funds and resources.
  3. Ensuring compliance with the principles for dealing with resources in the public sector, as contained in Managing Public Money Northern Ireland.
- Location:** The postholder will be located initially in Lisburn (temporary offices of the N Ireland Library Authority) for at least part of the week. The long-term location of the Northern Ireland Library Authority Headquarters will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFPNI, November 2007) and agreed recommendations emanating from *the Independent Review of Policy on the Location of Public Sector Jobs* (DFPNI, September 2008).
- Job Purpose:** This is one of 3 posts at second tier level in the N Ireland Library Authority. The postholder will be a member of the Senior Management Team and will share corporate responsibility with the Chief Executive and other second tier officers for providing strategic direction and leadership for the Northern Ireland Library Authority. He/she will be expected to work closely with the NILA Board and such

Committees as it may establish to support effective governance arrangements. The postholder will be required to represent NILA's interests with a wide range of stakeholders and to engender sound and productive internal and external relationships in support of NILA's business.

## **Key Roles and Responsibilities**

### **Finance**

1. Lead NILA's finance function and provide the framework for the structure and control of NILA's financial management and systems to include:
  - providing professional advice and meaningful financial analysis to enable timely and informed decisions to be made by the NILA Board, the Chief Executive, senior managers and other relevant staff
  - maintaining a long term financial strategy to underpin NILA's financial viability
  - overseeing and controlling the preparation of NILA's revenue and capital budgets, ensuring consistency between the planning and budgeting processes,
  - in collaboration with colleagues develop and maintain an effective resource allocation model, linked to the Corporate and Business Plan, that optimises the delivery of NILA's objectives
  - ensuring financial probity, regularity and value for money
  - implementing financial compliance across NILA and delivering continuous improvement in financial control
  - establishing financial targets and performance indicators to assess and report on delivery
  - reporting accurate and meaningful financial information on a regular and timely basis to the NILA Board, Chief Executive, senior managers and DCAL
  - managing banking, debt and cash flow with appropriate segregation of duties
  - preparing and submitting the Annual Accounts in accordance with statutory requirements, appropriate Accounts Directions and in such a manner as to achieve an unqualified opinion.
  - providing information and advice to, and working with, the Audit Committee and external auditors as required

## Human Resources

2. Lead NILA's HR function and support and guide the creation and implementation of an effective, long-term HR strategy which complements NILA's Corporate Plan and establishes clear objectives and necessary delivery mechanisms to include:
  - ensuring the provision of high quality professional advice, support and information to the Board and colleagues in relation to all HR matters
  - ensuring that the HR function acts as an enabler within NILA, helping to foster and maintain an organisational climate and culture which reflects the organisation's strategic objectives and leads to continuous improvement in service delivery
  - building and developing capabilities at both individual and team levels to support NILA's strategy and improving people management skills across the organisation
  - developing and implementing policies and practices which enable NILA to recruit and retain appropriately skilled and committed staff
  - ensuring the effective application of terms and conditions of employment
  - maintaining, developing and implementing effective employee relationship frameworks, including working with trades unions
  - ensuring compliance with employment and equality legislation and the requirements of Section 75 of the Northern Ireland Act 1998

## Assets Management

3. Lead the Asset Management function to ensure that effective structures, plans and processes are in place so that physical resources are optimally configured and maintained in line with NILA's goals and objectives to include:
  - developing and delivering an effective asset management strategy and plan
  - managing the capital investment programme in accordance with the provisions of The Green Book
  - devising frameworks and standards for estates and facilities provision that will achieve best value
  - negotiating and monitoring comprehensive service level agreements / contracts for the maintenance of buildings, grounds,

vehicles and other resources, and the provision of supplies and services

- ensuring compliance with relevant legislation (e.g. disability access, asbestos, health and safety etc)

## **ICT**

4. Lead the development and delivery of an ICT strategy for NILA that is aligned with business needs to include:

- the effective management of contractual obligations associated with the ELFNI project
- ensuring that ICT systems are developed and implemented to support NILA's business support requirements
- facilitating the development of ICT systems that enhance the delivery of library services
- ensuring effective information management systems
- ensuring compliance with Data Protection, Data Security and other relevant legislation, policies and procedures.

## **Administrative Services**

5. Ensure that NILA has effective arrangements for the provision of appropriate administrative services, to include:

- the acquisition of professional legal services, when required
- adequate provision to meet employer's and public liability requirements, and claims administration
- adequate arrangements to ensure that NILA meets its obligations under health and safety legislation
- adequate arrangements to support NILA's obligations under Freedom of Information

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. NILA reserves the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.

PA to CAO (SEE 18)

SOUTH EASTERN EDUCATION AND LIBRARY BOARD  
LIBRARY SERVICE

POST: Personal Assistant (to Assistant Chief Librarians)

STRATEGIC UNIT: Library and Information

BUSINESS UNIT: Library Service

OPERATIONAL UNIT: Assistant Chief Librarians

LOCATION: Library Headquarters, Ballynahinch

SALARY SCALE: NJC PTS 18-25

JOB PURPOSE: To act as Personal Assistant to the Assistant Chief Librarians, providing comprehensive and confidential secretarial and administrative services in relation to the Library Service.

*Rec'd across evaluation  
with PA posts to  
Chief Librarian  
approved with  
grade of Ex 18-25  
J. M. M. M. M.  
8/7/03.*

- KEY RESULT AREAS:
- 1 PERSONAL ASSISTANT RESPONSIBILITIES
  - 2 ADMINISTRATIVE SERVICES
  - 3 COMMITTEE WORK
  - 4 MISCELLANEOUS

KEY RESULT AREA 1: PERSONAL ASSISTANT RESPONSIBILITIES

- 1.1 To act as initial contact between the Assistant Chief Librarians and clients of the service, including Board Members and Officers, schools, officers from other Board's, DENI/DCAL and the public
- 1.2 To receive and handle telephone calls for the Assistant Chief Librarians and as required for the Chief Librarian
- 1.3 To receive and respond promptly to the Assistant Chief Librarians correspondence including electronic mail. Under the guidance of the Assistant Chief Librarians and members of the library Senior Management team, handle correspondence of a general and highly confidential nature including draft responses and/or forwarding to the appropriate officer
- 1.4 To word process letters, reports and other documents, including those of a confidential nature
- 1.5 To create establish and maintain database and spreadsheets and Desk Top Publishing documents

- 1.6 To prepare and collate all relevant material for meetings attended by the Assistant Chief Librarians, including sourcing and analysing information prior to Board Committee meetings and meetings with external agencies
- 1.7 To arrange meetings for the Assistant Chief Librarians and Board Officers, Board members, DCAL/DENI officials, other appropriate individuals and outside bodies
- 1.8 To arrange OUM/GLM meetings and other meetings as required for the Assistant Chief Librarians, send agendas, process and circulate minutes
- 1.9 To follow up action requested by the Assistant Chief Librarians or circulated documents
- 1.10 To ensure that comments and complaints are referred to the relevant officer or section and maintain a master file in relation to all comments forms received by the Chief Librarian in the absence of the Chief Librarians Personal Assistant
- 1.11 To set up and maintain a confidential personal filing system for the Assistant Chief Librarians
- 1.12 To maintain a current and accurate diary for the Assistant Chief Librarians
- 1.13 To research, collate and analyse statistical and other data for the Assistant Chief Librarians and Library Senior Management Team and prepare and present appropriate data including the following:
  - maintaining the spreadsheet relating to hire of rooms
  - maintaining training spreadsheets and hard copy files
  - inputting quarterly and annual statistics onto spreadsheets & producing graphical information
  - inputting irrecoverable stock statistics
  - maintaining spreadsheets of staff on internal and external committees
  - maintaining staff list spreadsheet
  - maintaining spreadsheets of public service points contact list & opening hours
- 1.14 To provide a current awareness information service to the Library SMT (*this is not done by the Chief Librarians PA anymore*)

#### KEY RESULT AREA 2: ADMINISTRATIVE SERVICES

- 2.1 To act as liaison for specific events organised by the Library & Information Service. Issue invitations, collate replies, draw up and circulate lists to appropriate staff and Board Members
- 2.2 To distribute information to all Service/Business Units in the Library Service



- 2.3 To prepare, update and disseminate the Library and Information service Induction packs for all new members of staff (*this is now done centrally by the Boards Organisational Development Unit*)

**KEY RESULT AREA 3: COMMITTEE WORK**

To perform duties 3.1 to 3.5 in the absence of the Chief Librarians Personal Assistant

- 3.1 To service meetings of the Library & Information Committee, including preparation of agendas, taking minutes, preparation and circulation of minutes
- 3.2 To prepare agendas, take and prepare minutes and distribute to Members of Working Groups and officer groups of the Library & Information Committee
- 3.3 To make contact with the Chairman and Members of the Library & Information Committee as required by the Chief Librarian
- 3.4 To ensure that definitive copies of full Board and Library & Information Committee minutes are maintained, sent annually for binding and retained in the Library Headquarters Archive
- 3.5 To update Board Members listing and sure all staff in the Strategic Unit are advised of changes

**KEY RESULT AREA 4: MISCELLANEOUS**

- 4.1 To prepare and distribute the weekly driving schedule in Library Headquarters and ensure that Operational Unit Managers and Group Library Managers are informed. Update on a daily basis changes to the driving schedule
- 4.2 To ensure Library Headquarters Receptionists are informed daily of changes to the Assistant Chief Librarians diaries
- 4.3 To assist with the input, preparation and analysis of the annual statistics for the Library & Information Service and the annual report
- 4.4 In the absence of other clerical support to provide assistance to members of the Library & Information Service Senior Management team in relation to word processing, filing, answering telephone enquiries and similar matters as required
- 4.5 Such other duties of a similar nature as may be required

## **JOB DESCRIPTION DRAFT**

### **POST: HEAD OF DEPARTMENT- HUMAN RESOURCES**

#### **LOCATION: LNI HEADQUARTERS**

#### **1.0 JOB PURPOSE**

The Head of Department will have responsibility for leading and managing the Human Resources Department of the Business Support Directorate of LNI which provides a range of services to libraries, other operational locations and the general public throughout its area. The postholder will be required to work at a senior strategic level within the Business Support Directorate of LNI.

#### **2.0 RESPONSIBLE TO: DIRECTOR OF BUSINESS SUPPORT**

#### **3.0 STAFFING RESPONSIBILITY:**

#### **4.0 RESPONSIBLE FOR:**

The leadership, management and strategic development of the following services and areas:

- Employee Resourcing, including strategic manpower planning, recruitment, selection and redeployment
- Employee Relations, including negotiations and consultation as required at central and local level in relation to the terms, conditions and contractual obligations
- Equality of Opportunity, involving the effective provision of the Board's equal opportunity function in relation to employment, training and development, and terms and conditions of staff
- Personnel Records Administration, involving the provision of effective arrangements for the maintenance of individual and organisational employee records

#### **5.0 KEY PERFORMANCE AREAS**

The key areas of performance for all service responsibilities will be:

- (i) in conjunction with the Director of Business Support to devise a strategic and operational framework for the work of the Human Resources Department;
- (ii) to lead and manage staff to work within the strategic and operational framework in order to provide a range of high quality services to support, influence and promote the development of public libraries and Libraries NI as effective, well-managed organisations;
- (iii) to contribute fully to the effective leadership of the Business Support Directorate.

## 6.0 KEY PERFORMANCE ACTIVITIES

The listings of responsibilities and key performance areas are outlines only of the remit of the post and these may be changed according to the requirements of the organisation. The key performance activities are as follows:-

### 1 Strategic and Organisational Development

- (a) provide leadership to staff in the Department in line with the strategic aims and corporate culture of the Board and the Business Support Directorate;
- (b) advise and support the Board of Libraries NI and its Committees in the formulation, development and implementation of policy;
- (c) ensure that responsibility for special projects, initiatives and areas of responsibility are allocated to specific officer(s) for initiation and/or management;
- (d) ensure that agreed objectives are achieved through appropriate implementation, evaluation and monitoring;
- (e) ensure that effective information and communications systems are developed;
- (f) ensure that the Department has ongoing review and development of its structure and staffing in support of its objectives;
- (g) contribute to the development of team work within the Business Support Directorate.

### 2 Management of the Departments Operational Activities

The postholder will be expected to lead the Departments activities through effective team management. The postholder will:-

- (a) lead staff in the provision of support, advice and guidance to staff and management in a range of administration and management services;
- (b) initiate projects and/or provide support to officers to encourage a creative approach to the work of the Department;
- (c) ensure the allocation of duties, determination of aims and objectives and evaluation of the work of all staff for whom he/she is responsible including administration of the officer appraisal scheme;
- (d) ensure the preparation of statistical information, reports and schemes in relation to the responsibilities of the Department;
- (e) submit plans and schemes as required in support of resourcing claims and ensure the efficient and effective use of resources and the proper accounting of resources;
- (f) oversee staff induction and training with particular consideration to addressing the staff development needs of the Department.

### 3 Leadership and Public Representation

The postholder will:-

- (a) represent or ensure representation of the Department at meetings of the Board of LNI and its committees and, where required, service allocated committees;
- (b) consult and collaborate with recognised trade unions and external organisations and serve on such bodies as are appropriate to the level of the post;
- (c) ensure the maintenance of effective channels of communication within the Department and with other internal and external Departments and Organisations;
- (d) maintain regular contacts and negotiate with a wide range of internal and external bodies including the Department CAL and other bodies as appropriate;
- (e) support the Chief Executive and Director of Business Support in engendering sound and productive relationships in support of the Board's business;
- (f) fulfil any other duties which may be allocated by the Chief Executive or Director of Business Support.

### **7.0 SPECIFIC KNOWLEDGE, SKILLS AND ATTRIBUTES**

The postholder will be expected:

- (a) to be able to demonstrate a breadth of experience in the delivery of human resources services;
- (b) to have knowledge of the current and anticipated challenges facing the library service in Northern Ireland, with particular emphasis on the areas of responsibility covered by the post;
- (c) to have established leadership qualities, including the ability to manage change and to direct and manage staff;
- (d) to be able to show evidence of a commitment to the improvement of library management and standards, and to effective and efficient service delivery;
- (e) to have knowledge of the fundamentals of resource management and the requirements for effective control and accountability;
- (f) possess highly developed oral and written communication skills.

### **8.0 QUALIFICATIONS AND EXPERIENCE**

Applicants must:

- Hold membership of the Chartered Institute of Personnel and Development;
- Have at least five years' experience at an appropriate level in the delivery of a range of Human Resources Services within the public sector;

- Have experience in the management and supervision of staff and administrative systems;
- Hold a current driving licence and have access to a car.

Preference may be given to applicants whose experience has been gained in a large multi-functional / multi-site organisation.

### **Terms and Conditions of Service**

The main terms and conditions of employment are those for Head of Human Resources as laid down by the Joint Negotiating Council for Education and Library Boards (NI) and are drawn mainly from the conditions of service of the National Joint Council for Local Authorities staff.

### **Salary Scale**

The salary scale for the post is £49,288 -£51,866 NJC Pts 58 -61

### **Hours of Work**

The hours of work will not normally be less than 36 hours per week.

### **Annual Leave Entitlement**

Entitlement to annual leave is 27 days in a full holiday year in addition to 12 public and extra statutory holidays. Entitlement to leave in the first year of employment is pro-rata to the number of months completed.

### **General Conditions of Appointment**

Appointments are subject to –

- (a) the Contracts of Employment and Redundancy Payments Act 1965 as amended and in particular the statutory provisions relating to termination of employment and the period of notice;
- (b) the provisions of the Local Government Superannuation Act (NI) for the time being in force;
- (c) production of satisfactory evidence of health;
- (d) probationary period of six months;
- (e) sickness and maternity benefit regulations as incorporated in the Board's Scheme for Sickness Allowance, details of which are available on request from the Human Resources Department;
- (f) the condition that no other employment is entered into during the period of employment by the Board and that no employment by or in the service of

another person or body should be undertaken except with express approval of the Board.

- (g) retirement at age 65 years.

**Canvassing and Referees**

Canvassing directly or indirectly will entail disqualification. Referees asked for on the application form should not include any officer or member of the Library Board.

**Job Title:** Senior HR Officer

**Salary:** Assistant Principal Officer  
JNC Scale 42 – 45 (£34,140 - £36,657)

**Responsible to:** HR Project Manager, NILAIT

**Responsible for:** HR staff

**Hours:** 36 hours per week

**Job Purpose:**

- To provide specialist advice and support to the Northern Ireland Library Authority (NILA) on a range of Human Resource activities.
- To assist the HR Project Manager in the provision of high quality HR services to the NILA at Board, regional and sub regional level.
- To assist in the implementation of the HR and Payroll systems for the NILA.
- To manage and develop staff in HR and Equal Opportunity functions.
- To ensure that HR policies, procedures and practices are implemented in line with employment law and corporate strategy.

**Location:**

The successful candidate will be based in the NILA Implementation Team offices, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

**Eligibility**

Applications are invited from any individual within the RPA affected group who meets the essential criteria for the post.

**Terms of Appointment**

This is a permanent appointment. The successful candidate will be employed on NJC terms and conditions of service and membership of the Northern Ireland Local Government Pension Scheme is automatic for persons eligible to join. Further information about pensions is available on the NILGOSC website [www.nilgosc.org.uk](http://www.nilgosc.org.uk) .

The appointment will be subject to satisfactory completion of all procedural and pre-employment checks.

The successful candidate will be subject to a probationary period of six months.

### **References**

Applicants must provide details of two persons to whom reference may be made regarding their suitability for appointment. Prior consent of referees should be obtained. The referees can not be members of the selection panel for the post.

### **Travel**

The successful candidate will be required to travel within Northern Ireland. It is essential that he/she has access to a form of transport to meet the requirements of the post. Any travel undertaken by the postholder in carrying out the duties of this post will be paid in accordance with NJC terms and conditions.

### **Reporting Arrangements**

The postholder will report directly to the HR Project Manager.

### **Background**

In June 2007, arising out of the Review of Public Administration, the Northern Ireland Executive agreed to establish a Library Authority to manage and deliver a single public library service for Northern Ireland. The Libraries Act 2008 received Royal Assent in June 2008 and the Northern Ireland Library Authority (NILA) will come into operation on 1 April 2009. NILA will have responsibility for the functions performed currently by the five Education and Library Boards (ELBs) in respect of the public library service.



## **Main Duties and Responsibilities of the Post**

**In the period from appointment to 31 March 2009, the successful candidate will be required to:**

- i. Assist with the implementation of the new HR/Payroll ICT systems for NILA;
- ii. Provide professional assistance and support in the development and implementation of the new HR/Payroll Systems to ensure delivery of the full range of HR services and operations for NILA;
- iii. In conjunction with the HR, Finance and Accounting and ICT Project Managers assist with work required in relation to the implementation of the HR/Payroll systems, including configuration management and testing, formulation of procedures, documents and guidance for personnel in the use of IT systems at province wide and sub regional levels and, maintenance of all relevant documentation;
- iv. Carry out work required in relation to the migration of data, including monitoring and equality data, from the existing systems used by the Boards to new systems being procured for NILA;
- v. Assist in the implementation of a voluntary redundancy and early retirement strategy;
- vi. Assist in the identification and modification of existing work practices and the development and introduction of new methods, practices and procedures to meet internal and external requirements.

**With effect from 1 April 2009 the postholder will be responsible for:**

- i. The provision of specialist advice, support and guidance to the NILA, its managers and staff on a wide range of issues pertaining to employment;
- ii. Managing staff in the HR unit, allocating and directing work, determining and supporting training and development needs, monitoring and evaluating performance and conducting staff appraisals where appropriate;
- iii. Assisting in the development and implementation of HR policies and procedures for NILA, their communication, training, delivery and support to managers and staff;

- iv. Contributing to the development and implementation of terms and conditions of employment for NILA, and providing advice and guidance to managers and staff to ensure that policies, procedures and practices are consistently applied;
- v. Contributing to the implementation of change programmes, as appropriate;
- vi. Managing the recruitment function, advising and supporting managers on all matters pertaining to recruitment, selection and promotion of staff and assisting in the development and implementation of e-recruitment;
- vii. Providing managers with information on staffing establishments and manpower information;
- viii. Advising and supporting managers and staff on matters affecting terms and conditions (NJC), notifying and communicating changes to staff;
- ix. Assisting with the development and implementation of industrial relations procedures, for example, discipline, grievance, harassment, redundancy, retirement, redeployment etc, providing advice on related matters, conducting investigations and supporting stages under procedures as required;
- x. Assisting in the maintenance, upgrade and implementation of the HR IT system when required;
- xi. Assisting in the implementation of pension arrangements for NILA employees;
- xii. Assisting in the development and implementation of employee health and welfare policies; advising, supporting and guiding managers on the application of policies and procedures and providing management information on matters relating to attendance;
- xiii. Assisting in the preparation of statutory returns and reports including statutory obligations Equality Legislation;
- xiv. Deputising for HR Project Manager or Senior Officer as required.

- Job Title:** HR Officer
- Business area:** Human Resources
- Location:** Headquarters Office
- Salary/Grade:** Admin Officer
- Responsible to:** Senior HR Officer
- Responsible for:** Subordinate staff located in Headquarters plus allocation and direction of work for at least 2 staff at sub regional level.
- Job Purpose:** To be responsible for the provision of high quality professional HR and administrative services to NILA, including the management and development of staff at Headquarters Office and sub regional locations. To provide effective and efficient services across the range of HR functions ie employee resourcing, employee services and industrial relations to Headquarters, regional and sub regional units across Northern Ireland. To provide professional advice and support on all matters relating to terms and conditions of employment, pay, pension, benefits, entitlements, sickness; grading, grievance, discipline, redundancy, welfare etc. To contribute to the review and development of HR policies and procedures.

**Location:**

The successful candidate will be initially based in the NILA Implementation Team Office, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

## **Main areas of responsibility**

### **1. Specialist**

- 1.1 Provide advice, support and guidance to managers and staff on a wide range of issues pertaining to areas of responsibility eg employee resourcing, employee services, industrial relations, policy and procedural guidelines etc;
- 1.2 Contribute to the development and implementation of HR policies and procedures for NILA and support the communication, training and delivery of same to managers and staff including the preparation and development of training materials, handbooks and guidance for managers and staff as required;
- 1.3 Provide advice and guidance to managers and staff to ensure that policies, procedures and practices are consistently applied / adhered to and deal with any queries that may arise.

### **2 Employee Resourcing**

- 2.1 Provide advice and support to managers in the recruitment, selection and promotion of staff;
  - 2.2 Assist in the preparation of standard and non standard job descriptions and personnel specifications; job advertisements, assessment methodology, correspondence, vetting, medicals, etc through to the issue of contractual documentation and support staff induction;
  - 2.3 Provide advice and support to managers on all matters pertaining to staffing establishments and ensure that establishment records are maintained and updated as required;
  - 2.4 Act as a panel member or servicing officer to selection panels in the appointment and promotion of staff to ensure that the process is conducted to the highest standard and provide advice on specific queries that may arise;
  - 2.5 Ensure confidential storage and maintenance of records associated with recruitment, selection and appointment of staff; review and respond to correspondence and queries from applicants, solicitors, Fair and Industrial Tribunals, Ombudsman etc;
  - 2.6 Assist in the development and implementation of e-HR and online recruitment systems including preparation of operational and procedural manuals for staff and users;
  - 2.7 Assist in the implementation of manpower reviews and changes to organisational structure;
- ### **3 Employee Services**
- 3.1 Ensure the correct application of terms and conditions of employment and statutory regulations are effected on a timely basis and appropriate to individuals contracts;

- 3.2 Provide advice and guidance to managers and staff on all aspects of terms and conditions of employment, the operation and application of sickness, maternity, paternity, retirement, grievance, welfare, family friendly and a variety of other schemes negotiated at national and or local level.
- 3.3 Administer the pension scheme for NILA staff and notify members of the scheme and the pension provider of any contractual changes that impact individual circumstances;
- 3.4 Advise and support managers on matters relating to absence management, irregular attendance, performance, welfare support, training, appraisals, discipline etc and ensure that information on staff is accurate, meaningful and provided on a timely basis;
- 3.5 Liaise with statutory and support agencies, as required;
- 3.6 Provide advice and support to managers and staff on matters relating to the termination of employment and liaise with outside agencies as appropriate eg DCAL, Employment Support Agency, OHS;
- 3.7 Provide administrative support on the operation of the job evaluation scheme, liaise with the CMSU about post evaluations; coordinate and implement outcomes.
- 3.8 Manage issues arising from the procedural application of the JE scheme including appeals in accordance with the agreed timescales and consultation with Trades Unions;
- 3.9 Ensure that personnel records are maintained and updated;

#### **4 Industrial Relations**

- 4.1 In accordance with Section 75, support the promotion of Good Relations, Equality of Opportunity and pay due regard for Equality Legislation
- 4.2 Provide advice and support on matters relating to disciplinary action, harassment and conducting investigation etc;
- 4.3 Consult with Trades Unions on matters affecting employees terms and conditions of service or employment rights and use to effect early resolution of disputes as appropriate;
- 4.5 Provide advice and support to managers and staff about appropriate courses for intervention and early resolution of issues, where possible;
- 4.6 Provide advice and support to managers in handling specific cases including attending hearings and assisting managers in preparing documentation and presenting cases.
- 4.7 Assist in the implementation of voluntary redundancy and early retirement schemes, manage processes for releases including application for pension information, calculation of payments and eligibility for release;

4.8 Contribute to the development and implementation of industrial relations procedures, and provide advice and training on procedures, as required;

## **5 Section Management**

5.1 Manage, allocate and direct the work of staff engaged in a variety of HR administration activities eg recruitment and appointment to and termination of employment, records and reports and all general administration;

5.2 Develop, implement and review appropriate administrative and computerised procedures for the effective operation of the work of the Section and ensure that staff are trained and appropriately developed to carry out tasks and to deal with queries;

5.3 Assist in the implementation of the new HR systems, its maintenance and upgrade when required;

5.4 Liaise with Education and Library Boards and ESA in respect of legacy issues arising from the transfer of staff to NILA;

5.5 Assist in the preparation of statutory returns and reports; eg DETI, DCAL, NISRA, DFP etc.

5.6 Research and collate information from a range of sources in a meaningful and user friendly format, making use of Microsoft Word, Excel and PowerPoint.

5.7 Deputise for the Senior HR Officer as required;

5.8 Attend internal and external meetings and provide support as required.

Undertake any other duties as may be required by the Implementation Team.

POST TITLE/GRADE: Executive Officer.

DEPARTMENT: Human Resources.

RESPONSIBLE TO: Senior HR Officer and HR Officer.

RESPONSIBLE FOR: Subordinate Staff.

JOB PURPOSE: To organise, manage and supervise staff in the provision of high quality professional and administrative services within the Human Resources Department. To operate and maintain HR information systems.

#### LOCATION

The successful candidate will be initially based in the NILA Implementation Team Office, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

#### TERMS OF APPOINTMENT

Initially the successful candidate will be seconded to NILA up to 31 December 2009. At the end of their secondment he/she will return to their substantive post in the relevant Education and Library Board or its successor **OR** transfer to NILA on a permanent basis. The successful candidate will be subject to a probationary period of three months.

#### **Main Duties And Responsibilities**

##### **1. EMPLOYEE RESOURCING**

- 1.1. Assist in the provision of high quality recruitment, selection and appointment services, ensuring that a variety of administrative activities relating to appointment to and or cessation of employment, contracts, records production, maintenance and all concomitant general administration required to support service delivery.
- 1.2. Provide general and specific advice, guidance and support to managers and staff on a range of issues including interpretation of NILA policies and procedures, HR policies and procedures terms and conditions of service and other employment matters.
- 1.3. Contribute to the review of administrative systems and procedures to ensure records are accurate, comprehensive and maintained to improve service delivery.

- 1.4. Participate as a panel member in the selection and interviewing process as and when required.
- 1.5. Assist with the preparation of job advertisements, job descriptions, personnel specifications, trawl notices and undertake general administration in relation to satisfactions completion of all pre-employment checks e.g. criminal background, health, qualifications, work permits etc..
- 1.6. Deal with general administration relating to recruitment activities.
- 1.7. Undertake all general administration in support of employee resourcing activities including preparation of draft letters, minutes, notes, reports, contracts, files and other associated documentation.
- 1.8. Administer the Local Government Pension Scheme for new recruits and maintain appropriate records. Process engagement documentation including induction checklist and new recruit training, materials, security passes etc.
- 1.9. Compile schedule of all new appointments on a monthly basis for the Finance and Business support Committee meetings and prepare and issue appointment lists for each of the recognised Trade Unions.
- 1.10. Liaise with Senior Managers and Finance/Payroll about changing structures, cost centre codings etc.
- 1.11. Participate in ad hoc projects including collation and analysis of information to assist and support the work of senior managers.
- 1.12. Assist in the review and design of HR documentation e.g. new forms, statement of terms and conditions etc.
- 1.13. Maintain confidential storage of job files
- 1.14. Provide statistical information and reports as and when required.
- 1.15. Assist in the preparation of manpower planning reports, organisational structure reviews and associating costings.
- 1.16. Assist in the preparation of staffing reports to Department of Culture, Arts and Leisure and other agencies as and when required.

## **2. EMPLOYEE SERVICES**

- 2.1. Provide general advice, support and guidance to managers and staff on all aspects of terms and conditions of service ensuring that agreements, entitlements, benefits, schemes etc are fairly and consistently applied and operated.



- 2.2. Contribute to the review of administrative systems and procedures to ensure records are accurate, comprehensive and well maintained to improve information and service delivery.
- 2.3. Ensure effective and timely communication with staff regarding agreed variations to contracts. Assist in the administration of staff appraisal and performance review or changes to terms and conditions of service and ensure effective liaison between senior managers, payroll and finance about any such changes.
- 2.4. Administer entitlements under occupational and statutory schemes e.g. sickness, maternity, paternity etc.
- 2.5. Administer domestic and other leave provisions including career break scheme, carer leave, job share and maintain records, and produce reports as required.
- 2.6. Administer employee service schemes such as childcare vouchers and other salary sacrifice schemes, eye care, car loans, etc.
- 2.7. Assist with provision of staff welfare services e.g. medical referrals, collation of reports. Assist with administration of redundancy, premature retirement, ill health etc and assist in the preparation of estimated costings including pensions.
- 2.8. Maintain and update personnel and establishment records/structures as required. Administer age retirement requests, maintain and update records, prepare draft correspondence / reports.
- 2.9. Prepare draft reports for statutory agencies e.g. Department of Enterprise, Trade and Industry.

### **3. EMPLOYEE RELATIONS**

- 3.1. Provide general and specific advice, support and guidance to managers and staff on a range of HR issues, policies, procedures, agreements, practice, terms and conditions of employment.
- 3.2. Assist in providing early preventative intervention and /or informal conciliation as appropriate to aid early resolve of disputes.
- 3.3. Assist with the preparation of investigatory reports and associated documentation.
- 3.4. Assist in the preparation of documentation, presentations etc...
- 3.5. Assist effective communication of nationally and locally agreed terms, conditions, policies, procedures ensuring that all parties are informed and changes are actioned appropriately and on a timely basis.
- 3.6. Maintain and update library of circulars relating to NJC and local agreements, manage and archive records as required.

3.7. Assist in the preparation of training for managers and staff on HR and employment matters including organising venues, producing training material etc.

3.8. Assist with the delivery of training, as appropriate.

#### **4. MANAGEMENT OF INFORMATION SYSTEMS.**

4.1. Ensure the Human Resource records are maintained and up to date to reflect changing structures or conditions.

4.2. Responsible for ensuring computerised and manual information systems are maintained in accordance with agreed procedures.

4.3. Maintain effective communication within the payroll section and other payroll users regarding timetables, deadlines, access times.

4.4. Input and extract data, produce standard and non-standard computerised reports and the provision and presentation of human resource information to improve management decision making.

4.5. Assist with maintaining and updating background file information and removal of obsolete information on computerised information systems to facilitate e.g. Amalgamations, restructuring, changes to terms and conditions, new establishments, grades and posts.

#### **5. STAFF SUPERVISION**

5.1. Day to day supervision of clerical staff including organisation allocation and checking of work and monitoring performance.

5.2. Provide training on administrative and computerised process and procedures for areas of work allocated within the HR function.

5.3. Delegate general administrative duties as appropriate.

5.4. Carry out staff appraisals as appropriate.

5.5. Responsible for discipline in accordance with agreed procedure.

#### **6. GENERAL**

6.1. Provide administrative support to HR manager, senior and HR officers as and when required.

6.2. Assist in the purchase / ordering of goods and services.

6.3. Attend and support meetings as appropriate.

**6.4.** Deputise for HR officer when required.

Any other duties commensurate with the grade.

<b>Job Title:</b>	HR Assistant
<b>Business Area:</b>	Human Resources
<b>Location:</b>	Headquarters Office
<b>Salary / Grade:</b>	Senior Clerical Officer
<b>Responsible to:</b>	HR Officer
<b>Job Purpose:</b>	To support the administrative functions of the Human Resources department; input/extract data from information system; produce statistics; maintain records; give routine advice to management and staff; respond to queries; provide secretarial support to senior officers as required.

**Location:**

The successful candidate will be initially based in the NILA Implementation Team Office, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

**Terms of Appointment:**

Initially the successful candidate will be seconded to NILA up to 31 December 2009. At the end of their secondment he/she will return to their substantive post in the relevant Education and Library Board or its successor **OR** transfer to NILA on a permanent basis. The successful candidate will be subject to a probationary period of three months.

**Main areas of responsibility:**

1. Carry out all administrative routines within HR in a timely and consistent manner in accordance with best practice and current employment legislation e.g. record keeping, absence figures, recruitment processing, issuing of contracts of employment, typing, photocopying, and so on;
2. Answer routine questions from line managers and staff about terms and conditions of employment and their interpretation;
3. Responsible for the collation of relevant data to enable monitoring, analysis and reporting of HR information
4. Maintain and upkeep HR information, computerised and filing systems and ensure an orderly office environment is maintained at all times;
5. Deal with internal and external customer queries in a professional and timely manner and ensure confidentiality is maintained at all times;

6. Collate information from a range of sources in a meaningful and user friendly format, making use of Microsoft Word, Excel and PowerPoint;
  7. Liaise with Payroll, Finance and regional offices, about processing of payments e.g. First aid allowance, car user allowance, Advertising Agency accounts
  8. Assist in the preparation of returns to statutory agencies;
  9. Assist with effective record management in accordance with Data Protection and FOI requirements;
  10. Assist in maintaining the diaries of the HR Manager and Senior HR officer;
  11. Assist in the preparation of meeting arrangements, interviews, training workshops, PowerPoint presentations, statistics, etc;
  12. Attend internal and external meetings and provide secretariat support as required;
  13. Assist in the preparation of staff communications, and maintenance of HR policies and procedures etc on the intranet;
  14. Work as part of a team, which forms part of the overall Human Resources function
- Undertake any other duties commensurate to the grade as may be required.

<b>Job Title:</b>	Finance Manager
<b>Grade:</b>	Education Officer
<b>Salary:</b>	£48,800 to £51,352 (NJC points 58-61) (1April 2008, currently under review)
<b>Location:</b>	Libraries NI Corporate Services, Lisburn (currently under review)
<b>Hours:</b>	36 per week
<b>Responsible to:</b>	Director of Business Support
<b>Responsible for:</b>	Finance staff Payroll staff
<b>Job Purpose:</b>	<p>To play the lead role in the development of strategic financial planning within Libraries NI which helps to plan and deliver the corporate objectives of the organisation as a whole.</p> <p>Prepare the Annual Accounts in accordance with statutory requirements, appropriate Accounts Direction and in such a manner as to achieve an unqualified audit opinion.</p> <p>To develop with budget holders the financial impact of policy options both in terms of in year budgetary cycle and longer-term financial trends.</p> <p>To ensure that services provided by the Finance Department are 'professional', efficient and meet current accounting principles (ie IFRS compliant).</p>
<b>Functional Links with:</b>	<p>SMT Business Managers DCAL Professional Consultants NIAO ELB's</p>
<b>Key Result Areas:</b>	<p>1 Management and supervision of staff: 2 Budgetary Control 3 Financial Planning 4 Procurement 5 Policies and Procedures 6 Development and Implementation of Initiatives</p>

- 7 Resource Accounting/Budgeting
- 8 Best Value/Continuous Improvement
- 9 General

## KEY ROLES AND RESPONSIBILITIES

### **Key Result Area 1            Management and supervision of staff**

- Senior Finance Officer (Qualified Accountant)
- Payroll team
- Accounts Payable/Receivable team
- Shared Management and supervision of regional administration staff

### **Key Result Area 2            Budgetary Control**

- To be responsible for the implementation and ongoing review of a fully devolved budgetary control function, devolved to appropriate levels.
- To ensure that the budgetary control system is fully documented (ie develop Libraries NI budget manual) and ensure all budget holders receive copy of and training support on same. Manual to be reviewed and updated regularly.
- To be responsible for production and ongoing development of monthly budgetary control statement on timely basis.
- To ensure continual review of budgets with budget holders.
- To be responsible for production of revenue and capital summaries for both SMT and Business Support Committee.
- To ensure the timely and accurate reporting of monthly recurrent and capital monitoring returns to DCAL and other relevant Departments.
- To be responsible for identification of pressures and easements within individual budgets and notification to DCAL.
- To manage the draw down of monthly cash funds from DCAL.
- To identify the budgetary skill shortages of budget holders and deliver support training to address skill shortage.
- To negotiate with budget holders before completion of initial, revised and final budgetary plans and present to SMT/Board for approval.
- To provide advice to service managers on the financial implications of various options for the delivery of services.

### **Key Result Area 3                      Financial Planning**

- To be responsible for developing with budget holders the concept of financial planning as part of their service development plans.
- To determine with budget holders key financial objectives and performance targets for service delivery.
- To develop with budget holders a zero based budgeting approach to budget planning.
- Identifying with budget holders areas where added value is feasible.
- Apply management accounting techniques to inform and improve decision making processes.
- Develop with the Director of Business Support strategic options for improving Libraries NI share of funding from the Department.
- Contribute to the development and implementation of a Library Common Funding Formula for all libraries.

### **Key Result Area 4                      Procurement**

- To be responsible for the establishment and maintenance of appropriate mechanisms for the procurement of goods and services in accordance with the Financial Memorandum.
- To establish a process for the delegation of requisitioning to the appropriate level in the organisation.
- To establish a process for the preparation of appropriate Business Cases to justify the procurement decision for all levels of spend.
- To ensure that the procurement process is fully documented (i.e. develop a Libraries NI procurement manual) and ensure all requisitioners and approvers receive copy of and training support on same. Manual to be reviewed and updated regularly.

### **Key Result Area 5                      Policies and Procedures**

- To be responsible for the development of all Procurement, Budgetary Control and Financial Planning policies and procedures for Libraries NI.
- To be responsible for the transition from all existing policies and procedures previously in use throughout the organisation to the new Libraries NI policy and procedures.
- To be responsible for the development of Libraries NI Accounting policies and the creation of the opening balance sheet for the new organisation.



### **Key Result Area 6                      Development and Implementation of Initiatives**

- To play the leading role in the implementation and development of an International Financial Reporting Standards (IFRS) compliant, full accounting system within Libraries NI for 2009/10.
- To lead in the development of the financial systems to regularly deliver timely and relevant accruals accounting management information and in the production of year end annual accounts.
- To manage and control a smooth and effective implementation programme for the introduction of a full suite of financial systems
- To identify and make available sufficiently skilled resources to participate on various project teams set up to deliver financial accounting project objectives.

### **Key Result Area 7                      Resource Accounting/Budgeting**

- To develop performance measures
- Develop accurate and relevant financial management information for the Corporate Themes to understand the resources that are used and match them with the outputs that are delivered.
- Develop a coherent accounting framework for analysing expenditure by service objective.

### **Key Result Area 8                      Best Value/Continuous Improvement**

- Using the appropriate organisation development tools promote the use of Service Development Plans as a means of achieving continuous improvement and delivering corporate objectives within the sections under your control.
- Ensure each officer has an awareness of the corporate culture, values and plans, which underpin organisational development and understand how their individual objectives relate to these.
- Develop systems for apportioning overheads across the organisation to assist compilation of benchmarks/targets.

### **Key Result Area 10                      General**

- To represent the Director of Business Support on regional finance projects.
- To deputise for the Director of Business Support on Board Committees such as the Audit & Risks Committee.
- To lead the preparation of Libraries NI's Annual Accounts and the liaison with the external auditors

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserve the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.

**Job Title:** Senior Finance Officer

**Salary:** Assistant Principal Officer  
JNC Scale 42 – 45 (£34,140 - £36,657)

**Responsible to:** Finance Project Manager, NILAIT  
Finance Manager, NILA

**Responsible for:** Finance Team, including payroll

**Hours:** 36 hours per week

**Job purpose:**

- To provide a comprehensive professional management accounting and financial management service in support of the Authority's activities;
- To supervise the payroll function;
- To assist the Finance Manager in the development of appropriate policies, procedures and practices, and ensure that these are implemented as designed;
- To assist in the implementation of Financial Accounting and Payroll systems for NILA.

**Location:**

The successful candidate will be based initially in the NILAIT offices, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the review of the Policy on location of Public Sector jobs (DFPNI, September 2008).

**Eligibility**

Applications are invited from any individual within the RPA affected group who meets the essential criteria for the post.

## **Terms of Appointment**

This is a permanent appointment. The successful candidate will be employed on NJC terms and conditions of service and membership of the Northern Ireland Local Government Pension Scheme is automatic for persons eligible to join. Further information about pensions is available on the NILGOSC website [www.nilgosc.org.uk](http://www.nilgosc.org.uk)

The appointment will be subject to satisfactory completion of all procedural and pre-employment checks.

The successful candidate will be subject to a probationary period of six months.

## **References**

Applicants must provide details of two persons to whom reference may be made regarding their suitability for appointment. Prior consent of referees should be obtained. The referees can not be members of the selection panel for the post.

## **Travel**

The successful candidate will be required to travel within Northern Ireland. It is essential that he/she has access to a form of transport to meet the requirements of the post. Any travel undertaken by the postholder in carrying out the duties of the post will be paid in accordance with NJC terms and conditions.

## **Reporting Arrangements**

The postholder will report directly to the Finance Project Manager.

## **Background**

In June 2007, arising out of the Review of Public Administration, the Northern Ireland Executive agreed to establish a Library Authority to manage and deliver a single public library service for Northern Ireland. The Libraries (NI) Act 2008 received Royal Assent in June 2008 and the Northern Ireland Library Authority (NILA) will come into effect on 1 April 2009. NILA will have responsibility for the functions performed currently by the five Education and Library Boards (ELBs) in respect of the Public Library Service.

**Main Duties and Responsibilities of the post****During the period from appointment to 31 March 2009 the successful candidate will be required to:**

- Assist with the implementation of the new Financial Accounting and Payroll systems for NILA;
- Provide professional advice and support in the development, implementation and documentation of the new policies, procedures and practices in support of the new finance and payroll systems, to ensure full delivery of services for 1 April 2009;
- In conjunction with the Finance, HR and ICT Project Managers, assist with work required in relation to the implementation of the new systems, including participation in testing and training on the new systems and establishment of appropriate contingency arrangements;
- Manage data set-up issues in relation to population of the new systems, including cleansing and migration of data from ELBs;
- Assist in the budget setting process for the new organisation.

**With effect from 1 April 2009 the post holder will:**

- Assist in the provision of professional financial management services to NILA, including provision of monthly reports to budget holders, senior managers, monitoring and variance analysis;
- Assist in the preparation of cash flows reports and forecasts and provision of reports to all funding bodies within agreed timescales;
- Take day to day responsibility for the maintenance of the accounting records, using the computerised accounting systems including ensuring that appropriate back up and restore arrangements are in place and tested;
- Take day to day responsibility for accounting and reporting arrangements for projects, including capital projects ensuring the requirements of the funders are met;
- Manage staff in the Finance and Payroll sections, determining and supporting training and development needs, monitoring and evaluating performance and conducting staff appraisals in line with NILA policies;
- Assist in the preparation of economic appraisals to Government, "Green Book" standards, as required;
- Assist in the development of annual budgets and costings for the corporate plan;
- Assist with the development and implementation of financial policies and procedures to ensure financial regularity and probity;

- Assist with the preparation of annual financial statements in accordance with accounting standards and guidelines currently in force;
- Assist in the maintenance, upgrade, and implementation of accounting I.T. systems as required;
- Supervise the payroll function;
- Advise and support the payroll team as appropriate;
- Be responsible for the submission of annual and monthly returns to pension providers, HMRC and other bodies;
- Be responsible for the maintenance of the fixed assets register and inventory records and depreciation calculations;
- Prepare VAT returns, and be responsible for systems set up to ensure VAT recorded correctly;
- Contribute to the implementation of change programmes as appropriate;
- Deputise for Finance Manager as required;

Other duties commensurate with the post.

**Job Title:** Finance Admin Officer

**Grade:** Admin Officer

**Salary** £27,573 - £29,714 per annum, NJC pts 33-36

**Responsible to:** Senior Finance Officer

**Responsible for:** Finance Processing Teams

**Job purpose:**

- To assist in the implementation of Financial Accounting systems for Libraries NI, including the computerised financial accounting systems and interfaces, and also the accompanying procedures to ensure financial regularity
- To manage the finance teams responsible for day to day processing in relation to Accounts Payable, Accounts Receivable, Cashiers, Petty Cash, Expenses, and Fixed Assets, and processes in these areas.
- To supervise staff in Admin teams in the Business Units in relation to their finance roles and their use of the financial accounting system.
- To ensure adherence to finance processing regulations, including ordering, receipting, invoicing, cash handling and procurement, by the Finance staff and also by staff in branches and Admin teams in Business Units.
- To prepare timely reports for distribution to managers at all levels.
- To assist in the general management accounting and financial management service in support of Libraries NI activities, including the provision of monthly reports to budget holders and senior managers and assisting them with variance analysis including for projects, and regular reports to funding bodies.
- Assist with the preparation of annual financial statements in accordance with accounting standards and guidelines currently in force.
- Assist with the maintenance of the fixed assets register and inventory records

**Location:**

The successful candidate will be based initially in the offices of Libraries NI, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the review of the location of public sector jobs currently being undertaken by Professor Sir George Bain.

**Terms of Appointment**

The post will be permanent, full time (36 hours per week). The successful candidate will be subject to a probationary period of six months.

**Travel**

The successful candidate will be required to travel within Northern Ireland. It is essential that he/she has access to a form of transport to meet the requirements of the post. Any travel undertaken by the post holder in carrying out the duties of the post will be paid in accordance with NJC terms and conditions.

**Closing Date**

Completed applications should be submitted to Jacqui McKinstry, Human Resources, Libraries NI, Office Suite 1, 8 Haslem's Lane, Lisburn, BT28 1TS, to be received no later than **4pm on Friday 21 August 2009**.

**Background**

In June 2007, arising out of the Review of Public Administration, the Northern Ireland Executive agreed to establish a Library Authority to manage and deliver a single public library service for Northern Ireland. The Libraries (NI) Act 2008 received Royal Assent in June 2008 and the Northern Ireland Library Authority came into effect on 1 April 2009. The Authority has responsibility for the functions previously performed by the five Education and Library Boards (ELBs) in respect of the Public Library Service.

**Main Duties and Responsibilities of the post****Implementation of Financial Accounting System**

- Assist with the implementation of the new Financial Accounting systems for Libraries NI in relation to Ordering, Accounts Payable, Accounts Receivable, Cashiers, Petty Cash, Expenses and Fixed Assets;
- Assist in the development, implementation and documentation of the new policies, procedures and practices for these areas in support of the new finance systems;
- Assist with work required in relation to the implementation of the new systems, including participation in testing and training;
- Manage data set-up issues in relation to population of the new systems, including cleansing and migration of data from ELBs;
- Liaise with Education and Library Boards in respect of work required to ensure the integrity of data and smooth transition/transfer of assets and other financial information to Libraries NI;
- Carry out work required in relation to the migration of staff and assets data;

**Manage the Finance Processing Operations**

- Manage the processing operations of the Ordering, Accounts Payable, Accounts Receivable, Cashiers, Expenses and Fixed Asset functions;
- Manage the BACS payment and cheque payment process for payment of suppliers and expenses
- Manage credit control, invoicing of income and monitoring and collection of debt



- Manage the petty cash imprest system in place in libraries throughout the regions.
- Manage the month end reconciliation processes in relation to these processing areas, including the bank reconciliation.
- Assist in the maintenance of the accounting records, using the computerised accounting systems, including maintenance of the fixed assets register and inventory register
- Co-ordinate physical review of assets as required.
- Assist with the accounting and reporting arrangements for projects, including capital projects;
- Code transactions being processed in the finance team, including coding for VAT.
- Review of coding carried out by Admin teams. Provision of advice and guidance to teams on coding.

### **Ensure adherence to Regulations**

- Ensure that procurement procedures are followed
- Travel to branch libraries and regional headquarters to review practices in operation, as required.
- Provide advice and guidance to staff on issues in relation to procurement, and ensure that up to date procurement information is available to them.

### **Reporting**

- Provide monthly reports to budget holders and senior managers, to facilitate monitoring and variance analysis;
- Prepare cash flows reports and forecasts in relation to Ordering, Accounts Payable, Accounts Receivable, Cashiers, Expenses and Fixed Asset functions;
- Provide other relevant reports within agreed timescales;

### **Supervise the Finance Processing Teams**

- Supervise staff in the Finance Processing Teams, determining and supporting training and development needs, monitoring and evaluating performance, managing attendance and conducting staff appraisals etc in line with the Authority's policies;
- Supervise financial operations in branch libraries and regional headquarters, as required.
- Provide advice, guidance and training to the core finance teams and also to staff in regional locations on implementation of proper procedures in relation to procurement , financial processes, and operation of the financial accounting systems.

### **General**

- Provide information and analysis required by both internal and external audit
- Assist in the budget setting and monitoring process for the new organisation.
- Assist in the development of annual budgets and costings for the corporate plan;
- Assist in the preparation of economic appraisals, as required;

- Assist with the preparation of annual financial statements in accordance with accounting standards and guidelines currently in force;
  - Assist in the maintenance, upgrade, and implementation of accounting I.T. systems as required;
  - Contribute to the implementation of change programmes as appropriate;
  - Assist in the collation and analysis of information, the assessment of standard and non standard arrangements, best practice, internal and external requirements and where appropriate, obtain and maintain necessary background information;
  - Research and collate information from a range of sources in a meaningful and user friendly format, making use of Microsoft Word, Excel and PowerPoint;
  - Attend internal and external meetings and provide support as required;
  - Deputise for Senior Finance Officer as required;
  - Support the Finance Manager in answering queries relating to the establishment of Libraries NI;
- Other duties commensurate with the post.

<b>Job Title:</b>	Finance Clerk (2 posts)
<b>Salary:</b>	Senior Clerical Officer JNC Scale 14 -17 (£15,570 – £16,663)
<b>Responsible to:</b>	Finance Manager through Senior Finance Officer
<b>Hours:</b>	36 hours per week

**Job Purpose**

The Finance Clerk will be responsible for the timely and accurate processing and payment of invoices from suppliers and re-imbusement of employee expenses as appropriate. They will also be responsible for the recording of income from all sources and posting such income to the relevant ledgers.

**Location**

The successful candidate will be based initially in the NILA Implementation Team Offices, Lisburn Square House, 8 Haslems Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the framework to Underpin decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

**Terms of Appointment**

This is a permanent appointment. The successful candidate will be employed on NJC terms and conditions of service and will be eligible to join the Northern Ireland Local Government Pension Scheme. Further information about pensions is available on the NILGOSC website [www.nilgosc.org.uk](http://www.nilgosc.org.uk)

The appointment will be subject to satisfactory completion of all procedural and pre-employment checks.

The successful candidate will be subject to a probationary period of six months.

**References**

Applicants must provide details of two persons to whom reference may be made regarding their suitability for appointment. Prior consent of referees should be obtained. The referees can not be members of the selection panel for the post.

**Reporting Arrangements**

The postholder will report to the Finance Manager through the Senior Finance Officer.

## Main Duties and Responsibilities

The postholder will be required:

- To operate the computerised financial accounting system in order to process supplier and employee payments accurately and within deadline in accordance with supplier credit terms, and any current government guidance in this area;
- To ensure that only invoices which have been fully authorised for payment are paid, in line with procedures;
- To liaise with employees, line managers etc where necessary to ensure that any invoice queries are resolved in a timely manner;
- To process payments by electronic means, cheque or other as necessary;
- To perform such manual interventions as are necessary to ensure all suppliers and staff are paid accurately and on time;
- To perform any necessary reconciliations to ensure the overall accuracy of the finance system;
- To administer petty cash imprests held in branches, ensuring that reimbursement claims are in line with procedure;
- To perform spot checks on cash, stamps etc held in branches to ensure that records are being maintained as per procedure;
- To reconcile the bank accounts in the General Ledger, utilising the auto back reconciliation facility where possible, or manually;
- For any non-order items to code invoices for General Ledger;
- To maintain records of income received from a range of sources, and code as appropriate to General Ledger and/or Debtors and Creditors ledgers;
- To contribute to the development and operation of systems for the efficient storage of cash, financial stationary, financial records and stocks held within the section;
- To contribute towards the development of procedures for financial management and control, and to operate these procedures as designed;
- To assist in the collection of debt owed to NILA, in accordance with procedures;

- To demonstrate the highest degree of personal integrity and discretion in relation to the finance records, ensuring that confidentiality is maintained and that NILA's obligation under data protection are met.

### **General Duties and Responsibilities**

- To undertake training and development as necessary in order to achieve the necessary level of expertise in operation of the computerised financial accounting system. In particular on the introduction of the new system to take part in training and systems implementation;
- To be able to work in a busy and demanding environment to achieve all relevant deadlines for payment;
- To deal with and respond to enquiries from colleagues within NILA and also from suppliers, customers and other external parties and taking corrective action as required;
- To prepare word processed documents or where necessary to prepare analysis using spreadsheets;
- To assist in the investigation around payments not received and correct as appropriate;
- To attend and support meetings, as required;
- To deal with queries raised by suppliers and employees in relation to payments or expenses in a professional and courteous manner;
- Other duties as required.

### **Administration**

The post holder will be required:

- To maintain all financial documentation in accordance with agreed procedures including filing and storage in a secure manner of controlled stationary;
- To liaise with suppliers around the provision of cheque and remittance stationary, and any other proprietary stationary;

Maintain cash held at your location in a secure and efficient manner, in accordance with agreed procedures.

<b>Job Title:</b>	Payroll Officer
<b>Salary:</b>	Senior Executive Officer JNC Scale 26 – 31 (£21,412 - £25,320)
<b>Responsible To</b>	Finance Manager Through Senior Finance Officer
<b>Responsible For</b>	Payroll Team

## **JOB PURPOSE**

- To be responsible for the management and operation of the payroll function in NILA, so as to ensure that all staff and Board members are paid accurately and on time.
- To undertake payroll processing duties for a defined set of staff.
- To be responsible for the management and administration of pensions in NILA.
- To be responsible for the management and administration of Travel and Subsistence payments to staff and Board members.
- To be responsible for the implementation and upgrade of systems for payroll processing so that payroll and statutory and non-statutory deductions are calculated correctly.
- To be responsible for the design and maintenance of procedures and processes for efficient and effective operation of the payroll function.
- To act as specialist advisor to NILA management in the area of payroll and pensions administration.
- To provide specialist advice information and support to NILA employees and to external bodies on payroll and related matters, in line with Local and Nationally agreed Terms and Conditions of Employment and Government Legislation.
- To manage the payroll team, including training and supervision, the co-ordination, control and monitoring of workloads and appraisal of all team members in line with the NILA Staff Appraisal scheme.
- To ensure that the operation of the payroll function complies with all relevant legislation and guidelines.

**Location**

The successful candidate will be based initially in the NILA Implementation Team Offices, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration (DFP, November 2006) and any recommendations emanating from the review of the location of public sector jobs currently being undertaken by Professor Sir George Bain.

**Terms of Appointment**

This will be a permanent, full-time appointment (36 hours per week). However until the NILA is established on 1 April 2009, the successful candidate will remain on the payroll of their parent employer until 31 March 2009, but will then transfer on a permanent basis to the NILA with effect from 1 April 2009. The successful candidate will be subject to a probationary period of 6 months.

**Background**

In June 2007, arising out of the Review of Public administration, the Northern Ireland Executive agreed to establish a Library Authority to manage and deliver a single public library service for Northern Ireland. The Libraries Act 2008 received Royal Assent in June 2008 and the Northern Ireland Library Authority (NILA) will come into operation on 1 April 2009. NILA will have responsibility for the functions performed currently by the five Education and Library Boards (ELBs) in respect of the public library service.

## **Main Duties And Responsibilities**

**In the period from appointment to 31 March 2009, the successful candidate will be required to:**

- Recruit and develop a payroll team for the new organisation.
- Be responsible for the implementation of the new payroll system and any related interfaces, including configuration, testing and training for payroll staff and users.
- Be responsible for the design and documentation of procedures, and guidance for staff in use of the systems and operation of the procedures.
- Be responsible for the migration of data for payroll purposes, including any data cleansing necessary so as to allow for sufficient testing of systems for accuracy prior to 31 March 2009.
- Put in place an appropriate contingency and back up plan for payroll.
- Be responsible for the identification and solution of cut-over issues relating to payroll.

**With effect from 1 April 2009, the postholder will be responsible for:**

### **Management And Supervision**

- Planning and co-ordination of the payroll, pensions administration and expenses services.
- Management and supervision of staff within the payroll team to ensure that staffing levels and skills are adequate to meet business needs.
- Management of staff – eg development, appraisal, discipline, attendance, performance.
- Training and development of payroll staff on all matters relating to payroll, pension regulations, NILA terms and conditions, pension schemes in place in NILA at any time, and the requirements of the Data Protection Act. Deliver induction training for new staff.
- Agreement of payroll timetables, with particular emphasis on seasonal restrictions such as Easter, Christmas and Year-End.
- Development of the necessary controls and systems required to implement the annual updates.
- Contributing to wider initiatives in NILA (e.g. Equality, IIP) as required.



## **Systems Development and Maintenance**

- Implementing new processes or systems with on-going responsibility that these are kept under review and amended in response to circumstances.
- Set up and maintenance of facilities for electronic submissions to HMRC and any other bodies.
- Maintenance of the background files in the payroll system to ensure payroll is in accord with all current national and local agreements for staff.
- Planning for software upgrades so as to cause least disruption to the outputs.
- Ensuring that an appropriate contingency arrangement is in place for payroll.
- Maintenance of the interface with the financial accounting system.

## **Travel and Subsistence**

- Ensuring travel and subsistence claims are processed and paid and that PAYE and NIC are properly calculated and accounted for in accordance with HMRC regulations and NILA deadlines for payment.
- Ensuring interface routines are run to post costing for T&S to general ledger.

## **Pensions**

- Administration and authorisation of documentation in relation to pension schemes, including starters and leavers.
- Interpreting superannuation regulations, employment terms and conditions, and NILA policy and practice re: employment to ensure pension calculations are made accurately.
- Ensuring payovers of all pension amounts made within timescale.
- Production, reconciliation and authorisation of monthly and annual returns for pension providers within agreed deadlines.

## Payroll

- Interpretation of PAYE, National Insurance, Employment terms and conditions, and NILA policy and practice re employment to ensure accurate processing of payroll.
- Managing the input of data to the payroll system ensuring that a high level of accuracy is maintained and that deadlines are achieved. Input and check any amendments as required. Administer procedures around starters and leavers.
- Calculation and payment of net pay and deductions for a set of staff.
- Checking and authorisation of payrolls for payment.
- Processing of arrears, including manual calculation if necessary.
- Performing month end and year end close down and roll forward routines for payroll and travel and subsistence, including submission of reports and payments to relevant parties. Reconcile and ensure year end figures are correct before submission.
- Authorisation and issue of P60 and P11d certificates to all staff by relevant date.
- Initialising lunar/monthly timesheet entry and pay periods to enable staff to input payroll data, activating pay dates for each pay type.
- Communication with external bodies in relation to PAYE, National Insurance, Working Family Tax Credits etc, DHSS issues, Childcare Vouchers, Legal and Insurance enquiries etc.
- Making authorised overpayments and implementing the various procedures for appropriate recoupment.
- Implementing procedures relating to returned or lost salary payments to enable their reissue or cancellation, as appropriate.

## General Duties and Responsibilities

- Provision of specialist technical advice and guidance to the Finance team, Senior management, employees and Board members on payroll and related issues.
- Ensuring that any restore of data is complete and accurate.
- Provision of ad hoc information and reports in relation to staffing levels and costs.
- Provision of accurate statistical information to Government Departments (e.g. Department of Economic Development) as requested.

- Dealing with enquiries from the DSSS, HMRC including inspections.
- Ensuring at all times that the Board's policies, practices and payroll procedures are clearly communicated to both payroll staff and all NILA staff and Board members. Facilitating training sessions where appropriate.
- Deputising in the absence of the Senior Finance Officer and Finance Manager on validation of pay runs, authorisation of cheque runs and the transmission of BACS payments.
- Representing NILA payroll at meetings with internal or external stakeholders as required.
- Preparing reports for funds drawdown, for authorisation, in accordance with agreed timetable.
- Implementing procedures to ensure accuracy and completeness of the interface of pay cost data and travel expenses data to the financial accounting system.
- Close co-operation with other functions - Human Resources, Finance and IT to ensure a co-ordinated approach is maintained and agreed timetables met.
- Providing Finance with any necessary payroll information for inclusion in the financial statements, and any follow up information requested by auditors.
- Provision of information and explanations to internal and external auditors as required, and Implementing any agreed controls.
- Monitoring any payroll suspense accounts, and reconcile and prepare journal transfers to clear suspense entries.
- Preparing journal entries in respect of other transactions not posted via interface e.g. manual payments, etc.
- Acting as NILA representative and attend court under subpoena as expert witness where necessary.
- Taking part in selection and promotion panels as required.

Contribution to the Payroll section risk register

<b>Job Title:</b>	Assistant Payroll Officer -1 Post
<b>Salary:</b>	Executive Officer JNC Scale 18 – 25 £16,991 - £21,306
<b>Responsible to:</b>	Finance Manager through Payroll Officer
<b>Hours:</b>	36 Hours per week

**Job Purpose**

The Payroll section comprises a core team of approximately 3 staff. The Assistant Payroll Officer with the Payroll Officer will be responsible for the provision of a comprehensive, effective and timely service in relation to all aspects of staff payroll, pensions and expenses.

**Location**

The successful candidate will be initially based in the NILA Implementation Team Office, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of the Northern Ireland Library Authority will be determined in accordance with the requirements of the *Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration* (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

**Eligibility**

Applications are invited from any individual within the RPA affected group who meets the essential criteria for the post.

**Terms of Appointment**

This is a permanent appointment.

NB - The appointment will be by secondment up to 31 December 2009 for Education & Library Board staff only. At the end of the secondment he/she will return to his/her substantive position within Education Library Boards or its successor **OR** transfer to NILA on a permanent basis.

The appointment will be subject to satisfactory completion of all procedural and pre-employment checks. The successful candidate will be subject to a probationary period of six months.

**References**

Applicants must provide details of two persons to whom reference may be made regarding their suitability for appointment. Prior consent of referees should be obtained. The referees can not be members of the selection panel for the post.

**Reporting Arrangements**

The postholder will report to the Finance Manager through the Payroll Officer.

## **Main Duties And Responsibilities**

**In the period from appointment to implementation of the NILA Payroll system, the successful candidate will be required to:**

- Assist the Payroll Officer in the implementation of the new payroll system and any related interfaces, including configuration, testing and training for payroll staff and users;
- Assist the Payroll Officer in the design and documentation of procedures and guidance for staff in the use of the systems and operation of procedures;
- Assist the Payroll Officer in the migration of data for payroll purposes including any data cleansing necessary so as to allow for sufficient testing of systems for accuracy prior to 31 March 2009;
- Assist the Payroll Officer in putting in place an appropriate contingency and back up plan for payroll;
- Assist the Payroll Officer in the identification and solution of cut-over issues relating to payroll;

**With effect from implementation of the NILA Payroll system, the postholder will be responsible:**

- For specified areas of the operation of the payroll function in NILA, so as to ensure that all staff and Board members are paid accurately and on time;
- To operate the computerised payroll system in order to process the payroll accurately and within deadline in accordance with terms and conditions of employment. This will include, but not be limited to, payments for periods of sickness, maternity, overtime enhancements etc;
- To assist the Payroll Officer with interpretation of current payroll legislation, pension regulations and terms and conditions for staff;
- To liaise with employees, line managers etc where necessary to ensure that any pay queries are resolved in a timely manner;
- To assist the Payroll Officer giving specialist advice to NILA management in the area of payroll and pensions administration;
- To provide specialist advice information and support to NILA employees and to external bodies on payroll and related matters, in line with Local and Nationally agreed Terms and Conditions of Employment and Government Legislation;
- To compile timesheet data as appropriate and resolve any queries and/or determine any adjustments with regard to absence or enhancements;

- To perform such manual interventions as are necessary to ensure all staff are paid accurately. This may involve full manual calculations of payroll, arrears, payment on account etc, on occasion;
- To assist the Payroll Officer in the performance of any necessary reconciliations to ensure the overall accuracy of the payroll system;
- To ensure that only properly authorised input is processed for payment;
- To ensure that payments starters and leavers are processed accurately and all necessary documentation produced and given to the relevant parties and on a timely basis. This may include monitoring entitlement for holiday pay;
- To update individual payroll records in relation to tax code, student loan deductions, notify family tax credit and any such matters as advised by HMRC;
- To assist the Payroll Officer in the application of manual pay awards and payment of associated arrears/increments;
- To maintain costing records for individual employees and assist the Payroll Officer in reconciliation of over all costing reports to total payroll figures for each pay run. To assist in investigations and correction of costing queries;
- To calculate redundancy or payment in lieu of notice or other adhoc payments as required;
- To update individual payroll record with voluntary deductions as informed by appropriate authorised route;
- To contribute to the absence monitoring system in accordance with agreed procedures;
- To process travel and subsistence claims for staff and board members;
- To demonstrate the highest degree of personal integrity and discretion in relation to the payroll records, ensuring that confidentiality is maintained and the authority's obligations under data protection are met;
- To assist the Payroll Officer in contributing to the development and operation of systems, and in the development of systems for the efficient storage and security of data within the section;
- To assist the Payroll Officer to ensure that the operation of the payroll function complies with all relevant legislation and guidelines.

## **General Duties and Responsibilities**

- To deputise for the Payroll Officer to cover periods of leave, sickness etc;
- To undertake training and development as necessary in order to keep up to date with changes in payroll legislation, pension regulations and computer system changes. In particular on the introduction of the new payroll system to take part in training and systems implementation;
- To be able to work in a busy and demanding environment to achieve all relevant deadlines for payment;
- To assist the Payroll Officer in resolving investigating and responding to enquiries for external parties eg: DHSS, HMRC, NIHE, NILGOSC and taking corrective action as required;
- To assist Payroll Officer in resolving queries and extracting information required by internal and external agents, management or other internal departments, NIAO, DCAL, etc;
- To assist in the investigation around payments not received and correct as appropriate;
- To deal with queries raised by employees in relation to payments for payroll or expenses in a professional and courteous manner;
- To support business managers at remote locations on the operation of the payroll and travel & subsistence systems;
- To train system users and new staff on operation of systems;
- Other duties as required.

## **Administration**

- To administer the necessary pension documentation around starters, leavers, changes to contract in accordance with agreed procedures;
- Complete and issue P45's, P60's, Payslips, DHSS forms, Superannuation forms, as required;
- Filing of all documents in a secure and sufficient manner in accordance with systems in force;

To participate in the authority's schemes for staff development and appraisal.

## LIBRARIES NI

### Job Description

<b>Post:</b>	Assets Manager
<b>Grade</b>	Education Officer
<b>Salary</b>	£ £48,800 - £51,352 (NJC Points 58-61)
<b>Department / Strategic Unit:</b>	Libraries NI Business Support
<b>Location / Operational Unit:</b>	Libraries NI HQ Offices, Lisburn (currently under review)
<b>Hours:</b>	36 per week
<b>Responsible to:</b>	Director of Business Support
<b>Responsible for:</b>	Asset staff

#### Job Purpose:

The Assets Manager will have particular responsibility for the development of the strategic review of the Public Library Assets and Estate, including condition, suitability and sufficiency surveys and liaison with relevant stakeholders.

The Asset Manager will have overall responsibility for the implementation of the asset management plan including property and vehicles fleet management, covering the planning, economic appraisal, procurement or disposal and management of all capital and maintenance expenditure, within the allocated budget.

The Asset Manager will have overall responsibility for policy development in relation to Libraries NI statutory requirement in relation to facilities management

<b>Functional links with:</b>	SMT Business Managers DCAL Professional consultants Partners in property locations eg District Councils, Health, Private developers ELB Architectural & Property Development staff
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<b>Key Result Areas:</b>	1 Strategic Assets Review
	2 Implementation Asset Plan
	3 Facilities Management



### **Key Result Area 1**

### **Strategic Assets Review**

- 1.1 Liaise with the Service Directorates in relation to the strategy and vision for library services
- 1.2 Interpret for Libraries NI the situation for existing assets including location, condition, suitability, sufficiency, size, ownership (leasehold/freehold) usage
- 1.3 Negotiate on behalf of Libraries NI with the Department on profiles in relation to capital targets (PSA and ISNI2)
- 1.4 Develop an Asset Strategy to delivery PSA and ISNI2 long term targets and CSR shorter term targets
- 1.5 Present strategic review to SMT and Board for approval
- 1.6 Deliver on site acquisition/disposal plan to support the strategic vision.

### **Key Result Area 2**

### **Implementation Asset Plan**

- 2.1 Develop standards KPI's for library assets to enable effective benchmarking to be undertaken and identify areas for corrective action
- 2.2 Develop a planned maintenance programme for library assets to achieve the required standard/performance
- 2.3 Procure professionals/contractors to deliver specific projects in the asset plan
- 2.4 Secure the preparation of economic appraisals for capital development schemes and provide appropriate briefs for design teams
- 2.5 Prepare and process Development Proposals as required

### **Key Result Area 3**

### **Facilities Management**

- 3.1 Develop standards for all aspects of facility management for libraries, negotiate with ELBs/supplies how these standards will be delivered and monitor performance. This includes but its not limited to the following areas:
  - Planned and response building maintenance
  - Fleet maintenance
  - Health & Safety
  - Legal & Insurance
  - Utilities – telephone, electricity, oil etc
  - Statutory provisions – fire risk, radon, asbestos, legionella etc
  - Specialist service provisions – energy monitoring, condition and suitability surveying, CAD drawings etc
  - Cleaning

### **Key Result Area 4**

### **Budget Management**

- 4.1 Manage the delivery of the Asset Management Plan within budget and within the agreed timeframes

- 4.2 Report to SMT/Board on Pressure/Easement within the Capital Budget and put contingency plans in place to manage these
- 4.3 Manage all budgets in relation to Facilities Management

## **Key Result Area 5**

### **Policy Development**

- 5.1 Develop corporate policies on asset related issues for Libraries NI to replace the individual policies existing in the ELBs. This should include:
  - Set standards for estates and facilities provision that will achieve best value eg condition, suitability etc
  - Develop policies for compliance with relevant legislation (eg asbestos, radon, disability access)
  - Develop policies on Best Practice in relation to operational issues eg environmental policy, energy conservation etc
- 5.2 Provide expert advice, guidance and information to SMT and Business Managers in relation to all asset related matters

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserve the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Assets Officer
<b>Location:</b>	Lisburn (currently under review)
<b>Grade:</b>	Admin Officer
<b>Salary:</b>	£27,573 - £29,714, NJC Points 33 - 36
<b>Responsible to:</b>	Assets Manager
<b>Hours:</b>	36 Hours per week
<b>Location:</b>	The successful candidate will be initially based in Libraries NI Headquarters, Lisburn Square House, 8 Haslem's Lane, Lisburn. The long-term location of Libraries NI will be determined in accordance with the requirements of the <i>Framework to Underpin Decisions on the Location of Public Sector Jobs resulting from the Review of Public Administration</i> (DFP, November 2006) and any recommendations emanating from the Independent Review of Policy on the Location of Public Sector Jobs (DFPNI, September 2008).

## JOB PURPOSE

The Assistant Assets Officer will ensure the provision of a comprehensive, effective and timely service in relation to all operational aspects of the management and development of physical assets (land/property/vehicles) and utilities for the Library Service.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### PROPERTY MANAGEMENT

- Oversee the procurement and day to day management of planned and response maintenance services including helpdesk management, performance monitoring and financial reconciliations.
- Research and prepare economic appraisals for major and minor capital works and support the Business Managers/Asset Manager in obtaining Departmental approval.
- Oversee the day to day operational management of major and minor capital works programmes within agreed parameters

## **UTILITIES MANAGEMENT**

- Support the management, monitoring and procurement of third party contracts for the provision of estates services.
- Oversee the management of utility supplies (gas, water, electricity, telephones, etc) including the collation of consumption data, monitoring of tariff levels and bill reconciliations.

## **VEHICLE FLEET MANAGEMENT**

- Assist with the procurement, management and performance monitoring of fleet maintenance services, vehicle procurement/disposal and ensuring compliance with statutory obligations;
- Oversee the management of fleet running costs (fuel, road tax, PSV, etc) including the collation of consumption data, bill reconciliations and compliance with statutory requirements.
- Appraise the existing vehicle fleet and develop a framework for future procurement.

## **ADVICE AND SUPPORT**

- Support business managers at remote locations on utilisation of assets to obtain maximum benefit.
- Support business managers at remote locations on response and emergency issues related to asset matters (vandalism, health & safety, repairs etc)
- Provide timely and accurate advice, analyse data and produce reports to support the Asset manager, senior managers, Board Committees etc on issues relating to procurement, operation and development of the organisations physical assets.

## **STATUTORY REQUIREMENTS**

- Ensure NILA meets any statutory requirements arising from its' ownership or use of various assets.
- Support the risk assessment process in relation to assets including Fire Risk assessments.
- Service the organisations Health & Safety committee.
- Support the management of the NILA legal terrier, including asset acquisition and disposal, document management and liaison on behalf of NILA with appointed legal representatives and other government agencies/departments.

### **POLICY DEVELOPMENT & MONITORING**

- Assist with strategic estates planning including the development of strategy and policy, the production of asset management plans, the assessment of sufficiency, suitability and condition to inform the asset planning processes.
- Support the development of policies and procedure relating to physical assets such as environmental policy, Health & Safety policy, emergency planning etc.

### **INFORMATION MANAGEMENT**

- Develop and manage systems for the efficient storage and security of data within the section;
- Assist Assets Manager in resolving queries and extracting information required by internal and external agents, management or other internal departments, NIAO, DCAL, etc;

### **BUDGET MANAGEMENT**

- Support the planning, monitoring and management of asset related budgets including the preparation of budget reports, financial projections and cost estimates.
- Assist in the management of budgets by collection and collation of relevant financial data.

### **STAFF SUPERVISION**

- Day to day supervision of staff including organisation, allocation and checking of work, monitoring performance, discipline and appraisal.
- Provide training on administrative and computerised process and procedures for areas of work allocated within the Assets function.
- Delegate general administrative duties as appropriate.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- To deputise for the Assets Manager to cover periods of absence.
- To undertake training and development as necessary in order to keep up to date with changes in relevant legislation, industry best practice etc;
- To participate in the authority's schemes for staff development and appraisal.
- To be able to work in a busy and demanding environment to achieve all relevant deadlines;

- To demonstrate the highest degree of personal integrity and discretion in relation to the management of the organisations assets, ensuring that confidentiality is maintained and the authority's obligations under data protection are met;
- Any other duties commensurate with the grade.

<b>Job Title:</b>	Senior IT Support Officer
<b>Grade:</b>	Senior Administrative Officer
<b>Salary:</b>	£31,753 to £34,549 (NJC points 38-41)
<b>Location:</b>	Libraries NI Corporate Services, Lisburn (currently under review)
<b>Responsible to:</b>	ICU Manager
<b>Responsible for:</b>	Corporate IT Support staff
<b>Hours:</b>	36 per week.
<b>Job Purpose:</b>	The postholder is responsible for the management of Corporate IT systems including policy development, implementation and review, management of IT activities, establishing standards, and strengthening partnerships. The postholder will provide expert advice and guidance relating to the present performance and future development of Corporate IT services and support a range of IT services including Corporate IT Strategy Development and Implementation; Applications Development and Support Services; IS security, user support and reporting for Corporate Systems: ICT training: Development, implementation and support of GIS. Supervision and management of staff.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Systems Management and Application Support**

- Provide all aspects of systems management, application support, development, IS security, user support and reporting for Corporate systems including Finance, Payroll, Human Resources, Asset Management, Procurement: service providers and contractors.
- Provide ongoing Systems administration for a range of Corporate Systems (HR/Payroll, Finance, Travel and Subsistence, BACS, Asset Management, GIS).
- Provide frontline helpdesk support for Corporate Systems with particular focus on the HR/Payroll/Finance systems and admin support services.
- Support a corporate test environment. As appropriate, test any proposed changes, upgrades prior to implementation onto the live Libraries NI Corporate systems.
- Be responsible for the monitoring of the system configuration and performance of the Corporate Systems; where appropriate take proactive action to ensure system performance and integrity are maintained.

- Manage the application databases, to include updates, health check, on-going database maintenance.

### **Staff Management**

- Supervision and management of corporate IT support staff.

### **Development**

- Develop agreed data standards across business areas.
- Develop system documentation in support of the Corporate Systems.
- Develop system and procedure documentation for IT support.
- Work with Libraries NI staff to agree Key Performance Indicators (KPI's); and based on these KPI's, develop a library of reports.
- Test these reports against benchmarked data standards, and ensure that these reports are available within an access protected report library.
- As required, develop Ad Hoc reports.
- Provide a GIS resource for use by appropriate Libraries NI staff; Develop mechanisms for the appropriate dissemination of the GIS functionality; Develop and implement GIS procedures and processes.
- As required, develop and implement software functionality to support the Libraries NI business functionality.

### **Management**

- Liaise and negotiate with suppliers and contractors of technical infrastructure.
- Manage the Contractual Support arrangements with the suppliers of Corporate systems.
- In association with ELB's and the ELFNI support, develop and test arrangements for the transfer of data between ELB's and Libraries NI.

### **ICT Strategy**

- Develop the ICT strategy for Corporate IT services.
- Work in partnership in the OD Unit in the development of a document management framework – contributing to MIS and other external agents as required e.g. Commissioner of Information.
- Assist in the mapping of information flows and processing within Libraries NI Corporate Services.

### **IS Security**

- Develop and test disaster recovery arrangements for all corporate systems.
- Develop backup and restore arrangements for all corporate systems.



- Carry out risk assessments in relation to Corporate Systems, maintain the risk register and identify actions to mitigate the risks.
- Develop and implement strategies to ensure IS security for Corporate IT systems.

### **User support**

- Provide expert technical support, guidance and advice to users in relation to Corporate Systems.
- Attend user business meetings as required.
- Liaise and negotiate with software/hardware suppliers and contractors on behalf of users; provide user system documentation.
- Identify training needs and deliver training as required.

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserves the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.