**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Customer Service Adviser |
| Salary: | £24,404 - £24,790 pro-rata, per annum |
| Grade: | 4  |
| Hours: | 4.75 (average worked across 3 in 4 Saturdays) |
| Team: | Public Health and Communities |
| Service Area: | Libraries  |
| Primary Location: | Summertown Library |
| Budget responsibility: | N/A |
| Responsible to: | Library Manager |
| Responsible for: | N/A |

## Job Purpose

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| This is a customer facing role. More than 8,000 people visit one of our 44 libraries per day. Every year. 3,364,000 items are borrowed and almost 90,000 people attend library events. Our Libraries are so much more than books. They are places where culture is created every day. In this role you will ensure high customer service standards, respond efficiently to customer inquiries and maintain high customer satisfaction.You will be responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies. This includes:* Familiarising yourself with the council’s policies on Safeguarding Children and Vulnerable Adults
* Acting according to the inter-agency safeguarding procedures of the Oxfordshire Safeguarding Children Board and Oxfordshire Safeguarding Adults Board whenever you have a safeguarding concern about a child or an adult.
* Work in accordance with the Corporate values and competency framework.

Library staff work on a one to one and group basis with unaccompanied children attending the library. They lead children’s groups and support children with the use of library equipment. They will attend children’s settings and supervise volunteers who attend the library to work with unaccompanied children. **This will require an Enhanced DBS check** |

## Job Responsibilities

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| * Deal with basic enquiries from the community, OCC staff and partner agencies via a variety of channels, be able to signpost service users appropriately and escalate enquires and complaints as necessary.
* Support customers to use digital services and in libraries to use self- service kiosks
* Undertake basic administrative duties relating to Council services offered within a library setting. This includes the provision of information and support with completion of forms and applications by service users and where appropriate process requests and issue documentation
* Promote the Council, provide information on a range of services and participate in promotional and developmental activities and events across the service
* Log information onto various systems, appropriate to the service
* Promote and contribute to the delivery of core universal library offers (reading, digital and information, culture and creativity, health and wellbeing) and provide library support work which includes cash handling, stock control, shelving duties, reservations, membership enquiries and display work
* Participate in supporting the delivery of universal children’s services
* Carry out all duties which are appropriate to the post as determined by the Senior staff member/Library Manager and work as part of a team, including with our volunteers, in order to achieve shared objectives.
* Familiarisation with the Council’s policies on safeguarding children and vulnerable adults and acting in accordance to the inter-agency safeguarding procedures of the Oxfordshire Safeguarding boards whenever you have a safeguarding concern about a child or an adult
* Commitment to and understanding of the principles of Equal Opportunities for all, in employment and the delivery of services.
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Level 2 qualification e.g. English & Maths GCSE (C), NVQ level 2 or equivalent or ability to evidence the equivalent level of knowledge gained through work experience. | A, I |
| Outstanding Customer service skills. Good verbal and written communication skills with the ability to listen to others and communicate with sensitivity and understanding. Ability to manage challenging situations including the resolution of customer incidents | A, I |
| Methodical, organised and ability to follow procedures and maintain confidentiality. Uses initiative and can respond independently to unexpected problems and situations. Able to make informed decisions | A, I |
| Accuracy and attention to detail skills.  | A, I |
| Ability to work effectively as part of a team, and to train, guide and supervise less experienced staff, volunteers and work experience students as required | A, I |
| Act with honesty and integrity and responds positively and proactively to change. Takes opportunities for personal development | A, I |
| Good ICT skills.  | A, I |
| Ability to manage and guide calls and enquiries effectively. Support less experienced staff in seeing enquiries through to completion | A, I |
| To be designated Key holder as required and can deputise in manager’s absence | A, I |
| Driving licence and business insurance or ability to arrange transport around the County as required by the job.  | A, I |
| To be available to work at any library within 25 miles of your home branch, when reasonably requested to do so. To include weekend and evening work | A, I |
| Desirable Criteria | Assessed By: |
| Experience of working in a customer service environment | A, I |
| Experience of working with the public in a customer focused environment | A, I |
| H&S / First Aider & Fire Warden Trained | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [x]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [x]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [x]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [x]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [x]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.