



***ARLIS/UK AND Ireland Annual Conference
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Oxford: Through the Looking-glass:
Meeting the Skills Challenge***

***Glittering careers: British perspective on best
practice for staff development
by***

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Glittering careers: a British perspective on best practice in staff development

Talk will cover:

- **Changes in employment in the UK and elsewhere**
- **Growth areas for information specialist/librarian skills**
- **Need to keep up with the emerging trends**
- **Changes & challenges in the information world – best practices**
- **Job for life or Portfolio career**
- **Promotion Plan and keeping your CV up-to-date**
- **Taking and creating opportunities**
- **Networking and other considerations – e.g. ‘serial temping’;**
- **Where do want to be in 3/5/10 years; work/life balance**
- **Questions and answers**



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- **Keep these ideas in mind ...**
- **How do you want staff development to affect your career?**
- **How ambitious are you?**
- **Do you have a career/promotion plan?**
- **Where do you want to be in 3/5/10 years?**
- **SWOT approach**



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- **Changes in employment law....Threats**
- **Employment patterns:**
 - **global economics have a domino effect on jobs the other side of the world**
 - **your jobs may be outsourced to another part of the world**
 - **working until you are 70**
 - **pensions (you are never too young to plan/think about this)**



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- **Changes in employment law....Threats**

Employment patterns:

- no more jobs for life instead...
- portfolio jobs (Charles Handy 1984 & 1995)
- long hours culture in UK
- senior staff too pre-occupied with own jobs & future so too busy to act as mentors or guide.
Sound advice & development coaching and mentoring may be lacking



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- **Changes and challenges in the information world
e.g Effects of official policies...**
- **In Europe**
 - **the e-content programme, runs to 2005 – includes discussion on the use of , and access to public information**
 - **the lifelong learning initiative**
 - **DigiCult programme digital heritage/cultural content**
- **In the UK**
 - ***New Library: the People's Network.. Followed by Building the New Library etc***
 - ***National Grid for Learning***



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- **Changes and challenges in the information world**
- **Fast moving**
- **Many specialisms**
- **Open borders worldwide**
- **English language opportunities**
- **Mergers and acquisitions**
- **Downsizing / relocations**



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- **Changes and challenges in the information world**
- **What are your current information skills**
- **What skills do you need to do the next job?**
- **Are these available to you to learn within your organisation?**
- **You and your goal...**

WHERE DO YOU WANT TO BE



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- Changes and challenges in the information world .. **Strengths**
- **LIS staff skills**
 - people skills
 - listening skills
 - information management skills
 - financial skills
 - IT skills
 - maybe others – training etc

Winning combination



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- Changes and challenges in the information world **Weaknesses....**
- Skills not able to match the trends and developments
- Current job too easy to bother moving
- No ambitions
- Job stifling ... can't get out



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- **Changes and challenges in the information world**
Opportunities
- **Taking and creating opportunities**
 - focus on knowledge management requires skills of Information professionals...
- **Check your skills**
www.tfpl.com/skills_development/skills_toolkit.cfm
 - compare your skills against a number of skills profiles... at various levels
 - also links you to development resources for skills
 - can be used for personal development planning and also a management tool



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- Changes and challenges in the information world **Opportunities**
- Financial, legal, medical
- Publishing – electronic
 - editing – newsletters and magazines
 - aggregation of data (new services)
- IT
 - Web work and also web developers
 - Systems analysts



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- **Opportunities Portfolio career**... opportunities to try various jobs for short periods of time e.g.
 - deputising for maternity leave
 - timed projects
 - working in another part of the organisation or even on secondment to other organisations
 - exchanges – use CILIP exchange system (previously LIBEX: Bureau for International Library Staff Exchange)
 - VSO work
 - “serial temp”
- NB If you don't ask... you may not get!**



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- **Opportunities and best practices** continued....
- **Users/customers have higher expectation....**
are you able to match these by new areas of work
e.g.
 - **PR work... publicity, press and media**
(Press Office)
 - **training and mentoring - HR/Training department**
 - **knocking on doors... presentations**
 - **getting out of the box and looking for new**
customers – outside of the organisations
e.g at exhibitions - Online



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- **Opportunities and best practices** continued....
- **Non traditional areas**
 - Many companies turning to librarians and information professionals because of their skills in researching information and organising data... Competitive intelligence
 - Heritage/museum work
 - Higher administration – government offices
 - Contract negotiating
 - Library supplier companies – including e-content



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- **Opportunities and best practices** continued....
Promotion Plans and keeping your CV up-to-date
- **Promotion Plans**
 - ask about staff development opportunities from the outset
 - check jobs on offer against your own skills and expertise
 - if you are strong in one major duty focus on developing your skills on duties that you may need to improve
 - set goals for yourself: start to train to acquire the necessary skills



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- **Opportunities and best practicesPromotion Plans**
 - Some organisations will pay for training/degrees (sometimes to keep key staff)
 - Consider bank loans – investment in your own career
 - Look for mentors – either within or outside organisation
 - Networking – essential skill for life...
 - Ask if you can undertake committee work
 - great opportunities to learn: chairmanship, secretarial, training, web work, project management, organising meetings etc



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- **Librarians acquire skills that enable them to work successfully in many areas. These are just some of the jobs that librarians have done successfully in public sector organisations in recent years:**
- **senior financial manager**
- **leading the development of knowledge management**
- **managing a Minister's office in a govt department**
- **minister's diary secretary in a government department**
- **advising on exports**
- **IT director**
- **contract manager for tendered services**
- **call centre service development manager**
- **records manager**



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- **Internet editor, author and webmaster (a growing area of opportunities for librarians/ information staff)**
- **Intranet manager (same comment as for Internet)**
- **Public helpline personnel**
- **Other examples**
Senior figures in the world of public service, the arts, universities etc, Directors of companies, Editors – journals, magazines and books who have trained and practiced as librarians/information professionals!
- **The opportunities really are endless – librarians have people skills, information, financial, IT, management skills that make that winning combination.**



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- **Keeping the CV up-to-date**
- **Watch the adverts and keep abreast of skills and experience currently being demanded**
- **Ensure that you have all your achievements to-date listed**
- **Learn from others - colleagues, managers, suppliers, contractors, consultants – keep up with your networking**
- **Learn from successes and also mistakes**
- **Take opportunities to train, train and train again**
- **Learn from doing other jobs – even for a short while**



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- **Keeping the CV up-to-date**
- **Changing employment sectors can be difficult but allows you to build up your existing skills and offer employers the benefits of your knowledge/expertise**
- **Subject knowledge is a key**
- **Don't avoid financial and people management: essential development areas**



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- **Where do you want to be in 3 or 5 or 10 years?**
 - **keep your plus and minus lists going**
 - **remember not all careers are planned**
 - **expect to make at least 3 major career shifts**
 - **watch the wider horizons – especially USA**
- **Work/life balance.... Ensure that there is
“Time to smell the roses”**



Conclusion

*I hope you have enjoyed this whistle
stop tour of best practice....
helping you to*

- *Working Smarter not Harder and*
- *Keep your professional knowledge and skills
up-to-date*
- Thank you for listening



Reading List

- *Your essential guide to Career Success, by Sheila Pantry OBE and Peter Griffiths Facet Publishing 2003 ISBN 1 85604 491 2*
Has extensive reading list
- *Beyond Certainty: the changing world of organisations, by Charles Handy, 1995 Hutchinson ISBN 0 09179 153 7*
- *For further reading see Facet Publishing Catalogue 2004*
www.facetpublishing.co.uk