

JOB DESCRIPTION

Project Officer x 2FTE

SALARY: Up to £25K per annum. Temporary Posts until 31st March 2018

Overview

The Scottish Library and Information Council (SLIC) is the independent advisory body to the Scottish Government on library and information services.

SLIC offers leadership focus and support to the Scottish library and information sector, coordinating and promoting national service developments to benefit Scotland's people and enrich our cultural, educational and economic landscape.

Purpose of the job

To support the project work undertaken by SLIC through information gathering, maintaining communication channels and contributing to reporting.

Job scope and context

The Scottish Library and Information Council carries out work on behalf of its members who include all local authority, higher education, further education organisations, NHS Trust library services, as well as other specialist library and information organisations. The Project Officers will work across a range of SLIC projects to support the successful delivery of objectives.

Key tasks and responsibilities

Specific duties will include:

- Undertaking research and information gathering relating to libraries.
- Contribute to a range of SLIC projects work in order to support the successful delivery of the team's wider objectives.
- Maintain records of developments taking place at national and local level across libraries.

- Develop and maintain effective communication channels with library staff and other partners involved in SLIC's work.
- Support the planning and delivery of meetings and events associated with SLIC projects.
- Provide progress reports and regular updates on relevant project work.
- Any other duties as required to support the overall work of the team.

Skills, Knowledge and Experience

Candidates will be expected to demonstrate the following:

Skills

- Educated to Degree level or equivalent.
- Excellent communication skills and experience of working with different stakeholders.
- Excellent organisational and administrative skills.
- Excellent IT and information skills and competencies, including experience of the Microsoft Office package.
- Energy and enthusiasm.
- Excellent time management and ability to work under pressure.
- Strong interpersonal skills and experience of working in a small team.
- Ability to work on your own initiative.

Knowledge and Experience

Educated to degree level or equivalent	Essential
Excellent IT skills & experience of MS Office	Essential
Knowledge of current issues and developments in the library and information sectors in Scotland	Desirable
Ability to communicate effectively	Essential
Ability to prioritise work streams	Essential
Ability to work effectively under pressure.	Essential
Ability to work as part of a team and under own initiative	Essential
Strong analytical & data handling skills	Essential