SLIC Recruitment Information Pack

Principal Officer

March 2024
Introduction

Thank you for your interest in the vacancies we currently have for the Scottish Library and Information Council (SLIC). You will find details of the role description for the position below along with links to more information about the organisation.

This pack has been put together to provide those interested in serving as Principal Officer within the SLIC Team. The role of Principal Officer is a new role and reports directly to the Chief Executive.

SLIC is the independent body which advises the Scottish Government on library and information related matters. It is a registered charity and registered company. It is also a membership organisation which draws its membership from public libraries, HE and FE libraries and special interest libraries across Scotland.

Included in this pack you will find:

- Background information about SLIC
- Advert
- Job description
- Information on how to apply

Background information about SLIC

The Scottish Library and Information Council (SLIC), established in 1991, is the independent advisory body to the Scottish Government on library and information related matters. Members are drawn from the public sector, school libraries, higher education institutions, further education colleges, health libraries and special interest libraries. Each of our member institutions bring expertise, knowledge and innovation to the library sector. By working together, that expertise is shared through SLIC.

SLIC is a registered charity and registered company guided by a Board of Trustees with strong sector and industry representation as well as independent members. SLIC is core funded by the Scottish Government and achieves additional funding to support its purpose through its membership and projects.

Vision

- SLIC’s vision is enriching lives through libraries

Mission

- SLIC’s mission is to ensure Scotland’s libraries reach their full potential through collaboration, innovation and national conversation.

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SLIC’s Strategic Objectives

- **ADVOCACY** - Advocating for libraries to government, funding bodies, elected members, users and potential users.
- **INNOVATION** - Inspiring innovation across the library sector through access to funding, staff development opportunities and showcasing best practice.
- **STANDARDS** - Developing standards to ensure libraries reach their full potential.
- **PARTNERSHIPS** - Working in partnership with a range of organisations to ensure common aims are amplified.
- **FUNDING** - Administering grants for libraries on behalf of the Scottish Government, applying for funding to support projects within our membership, providing funding to encourage innovation and signposting to other funding sources available to the library sector.
- **EVIDENCE BASED RESEARCH** - Commissioning and undertaking sector research and robust independent evaluation.

**Advert**

**Principal Officer**

SLIC is seeking to recruit an enthusiastic, dynamic and dedicated individual to support the library community in Scotland. The Principal Officer is the key personnel between SLIC and the library community, stakeholders and partners. SLIC works closely with the Scottish Government and is responsible for the implementation of national library strategy. This post will administer Scottish Government grant funds, independent funds and core SLIC business. SLIC is involved in a number of initiatives and good communication skills, financial and data analysis, attention to detail, report writing and good file maintenance are essential components of the role.

**Appointment**

This is a permanent appointment.

**Hours of work**

This post is 35 hours.

**Salary**

This post is graded - £54,416

**Terms of Work**

This post requires flexible working and an ability to travel with occasional overnight stays. The SLIC office is based in Glasgow, although the team mainly work remotely.

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Job Description

ROLE: Principal Officer

SALARY: £54,416

POST: Permanent - 35 Hours

Reports to: Chief Executive

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.

Job Scope and Context:

Responsible for the overall performance of the organisation, ensuring financial targets are met and the organisation is compliant with all relevant legislative procedures. Leads on core programmes, including administration of grant funding, identifies and attracts new funding opportunities. Manages the business support team and ensures strategic and corporate aims and objectives are met.

Main activities:

- Ensure core programme activity is delivered on time and within budget
- Ensure Business Support operation runs effectively and efficiently
- Contribute to the formulation of strategic and long-term business plans
- Work collaboratively with the CEO to review business development proposals against the business plan
- In partnership with the CEO engage with robust cost analysis for services and events delivered, taking into account any hidden costs
- Seek and apply for external funding/sponsorship which support the overall aims of the organisation
- Manage and distribute grant funds on behalf of SLIC
- Develop and implement SMARTER working processes as required
- Liaise with auditors to ensure annual monitoring
- Oversee and manage all financial accounting, monitoring and reporting systems.
- Prepare reports, including performance information, monthly reports as required and monitor online performance
- Review HR policy and processes, in conjunction with HR partner, and ensure compliance with best practice including recruitment, new start procedures and staff management
- Maintain external relationships with appropriate contacts e.g. auditors, accountants, solicitors and statutory organisations such as Companies House and OSCR (Office of the Scottish Charity Regulator), Pension Provider etc.
- Ensure compliance with Health and Safety regulations including Fire Safety
- Any other duties as requested by the CEO on behalf of SLIC.

Resources:

- Manage overall Core and Business Support processes, financial budgets and cash flow for the organisation including grant management.
- Jointly responsible with the Administration and Finance officer for collecting member subscriptions, forecasting and managing member-related income streams.
- Line manager Content and Communications Officer, Administration and Finance Officer and Business Support Officers

Key relationships:

- Key relationship is to act as trusted advisor to Chief Executive Officer
- Effective working relationship with the Head of Programme
- Manage and develop the Content and Communication Officer, Administration and Finance Officer and Business Support Officers
- The Principal Officer will be required to attend Board of Trustees meetings, and develop effective working relationships with Key Stakeholders

Skills, Knowledge and Experience

Candidates will be expected to demonstrate the following:

Essential Skills:

- Experience of managing core business processes including budgets for a comparative sized charity or organisation
- Experience of managing grant funding
- Experience of managing core programme activity
- Experience of line managing staff (3 years at a senior strategic level)
- Experience of compliance
- Experience of establishing and implementing financial reporting mechanisms
- Experience of producing financial reports to key stakeholders, e.g. Scottish Government
- Experience of leading change
- Experience of working closely with Senior Executives and a small management team.

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Desirable:
- Experience of working in and/or with the library sector
- Experience of working within the cultural sector
- Knowledge of charity requirements.

Knowledge/Qualifications

Essential:
- Degree level qualification or equivalent
- Knowledge and understanding of Health and Safety
- Excellent numerical and accounting skills.

Desirable:
- Knowledge of the wider cultural sector.
- Management qualification

Behaviours/Competencies
- Communicating and Influencing - Excellent verbal and written communication skills, interacts effectively with CEO and Managers providing advice and influencing them to act in the best financial interest of the organisation
- Teamworking - Takes a collaborative and open approach to working with others, actively participating in team meetings, works flexibly with other team members
- Results Orientation - Works effectively under pressure to meet deadlines, able to manage own workload and set own priorities
- Problem Solving and Decision Making – Able to analyse financial reports and data, identify and anticipate any issues, and develop and propose measures to effectively manage the organisation’s finances within agreed targets and metrics
- Planning and Organising - Able to organise and produce all reports to time.

Professional skills
- Confident user of MS Office Tools, especially Word, Excel and Powerpoint

Circumstances
- Some travel within Scotland and the UK and beyond will be required
- This role is a hybrid working model

How to apply

Prospective candidates should download the Word version of the SLIC application form, complete it an email it to jobs@scottishlibraries.org no later than 12 noon, 16th April 2024

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