SLIC Recruitment Information Pack

Business Support Officer (Public Libraries)
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 organization in this document.

This pack has been put together to give those interested in serving as a Business Support Officer (Public Libraries) within the SLIC Team more information about the role and SLIC.

SLIC is the independent body which advises the Scottish Government on library and information related matters. It is a registered charity and limited company. It is also a membership organisation which draws its membership from public libraries, HE and FE libraries, health 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 a limited 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.
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 - Distributing funding to 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

**Business Support Officer (Public Libraries)**

SLIC is seeking to recruit an enthusiastic, dynamic and dedicated librarian to support the public library community in Scotland. The Business Support Officer for Public Libraries is the key link between SLIC and the Public Library community. SLIC works closely with the Scottish Government’s Culture directorate and COSLA to implement the national Strategy for Public Libraries – **FORWARD: Scotland’s Public Library Strategy 2021-2025**. The post manages the Scottish Government’s Public Library Improvement Fund which has seen a multi-million pound investment over recent years. Public Libraries are the most popular service which local government provides. They are the beating heart of Scotland’s communities, address inequality, promote inclusion and help tackle the cost of living crisis. Public libraries support attainment and wellbeing. This post requires an individual who has strengths in 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 per week

**Salary**

This post is graded at SCP 56 £35,668
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 a hybrid model.

Job Description

Business Support Officer (Public Libraries)

JOB DESCRIPTION

ROLE: Business Support Officer (Public Libraries)

POST: 35hrs per week

REPORTS to: Principal Officer

Hybrid working arrangements are in place, with the SLIC office being based in Glasgow. In addition, there will be occasional travel across Scotland in this role.

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

The Business Support Officer will assist SLIC with the management of the Public Library Improvement Fund (PLIF), the engagement with its Public Library Members, arrange member focussed events and support the SLIC Board through providing secretariat activities for its meetings and maintaining official records. The role requires an enthusiastic and well-motivated individual with excellent organisational and written skills to deliver this role within the organisation.

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 Business Support Officer will work closely with public library services to ensure SLIC as an organisation continues to support and advocate for library services in the best way possible.

Key tasks and responsibilities

Specific duties will include:

- Maintaining an overview of the Public Library Improvement Fund (PLIF), manage the operational activity relating to the PLIF, including liaising with members over key dates, ensuring reports are submitted on time, payments made on time and liaise with the Funding Panel as required.
- Liaise with SLIC membership as required and in particular around the implementation of the National Strategy for public libraries.
• Ensure member best practice is shared and where appropriate communicated more widely.
• Plan and deliver member events as required, including event booking service
• Identifying funding opportunities/ collate funding newsletter.
• Maintain organisational records.
• Support the work of the office team as required, including working to tight timelines.
• Develop and maintain effective communication channels with SLIC Members, partners and stakeholders.
• Provide progress reports and regular updates on work as part of the team plan.
• Provide regular updates on personal workplan.
• Any other duties as required to support the overall work of SLIC.

Skills, Knowledge and Experience

Candidates will be expected to demonstrate the following:

Skills
• Educated to Degree level or equivalent.
• Hold a qualification in librarianship 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.
• Ability to travel (across Scotland) and stay overnight where required.

Knowledge and Experience

| Educated to degree level or equivalent | Essential |
| Qualification in librarianship or equivalent | Desirable |
| 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 |
| Ability to travel | Essential |

How to apply

Prospective candidates should download the Word version of the SLIC application form, complete it and email it to jobs@scottishlibraries.org no later than 12 noon on Tuesday 28th May 2024.

Scottish Charity No: SC017886