SLiC Scottish Library & Information Council

JOB DESCRIPTION

ROLE: Digital Training Officer

SALARY: £41,032 (Pro rata £9,378)

POST: Fixed Term – 18 Months, 0.2 FTE

REPORTS to: Head of Programme

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

The Scottish Library and Information Council carries out work on behalf of its members who include local authority, higher education, further education organisations, as well as other specialist library and information organisations.

The Digital Project Officer will work closely with public and school library services to support the successful delivery of the Digital Learning Platform.

Key tasks and responsibilities

Specific duties will include:

- Developing and delivering a project plan with milestones
- Establishing strong links with best practice and negotiating permissions to replicate on the national platform
- Establishing a baseline of existing activity and mapping a path to the desired programme
- Creating digital training content and working with a developer on the host platform to ensure the model is sustainable
- Collecting and responding to Stakeholder feedback and incorporating appropriate adjustments
- Managing project budget
- Developing and maintaining effective communication channels with key stakeholder groups, including the SLIC Digital Champions.
- Supporting the planning and delivery of meetings and events associated with digital skills training
- Providing progress reports and regular updates on project work.
- Any other duties as required to support the overall work of the project.

Skills, Knowledge and Experience

Candidates will be expected to demonstrate the following:

Essential Skills

- Excellent communication skills and experience of working with different stakeholders.
- Excellent organisational and administrative skills.
- Excellent IT and information skills
- Strong Analytical and data handling skills
- Energy and enthusiasm.
- Excellent time management and ability to work under pressure.
- Ability to work on own initiative

Knowledge and Experience

Educated to degree level or equivalent	Essential
Qualification in Digital Training or equivalent	Essential
Knowledge of learning management platforms	Desirable
Experience of training and developing staff	Essential
Knowledge of current issues and developments in the library and information sectors in Scotland and beyond	Essential
Experience of delivering complex projects	Desirable
Experience of prioritising work streams	Essential
Ability to travel when required	Essential