

**Job Description**

Ref no:

**Role Profile**

Job Title	Library Officer		
Directorate or Region	EU	Department/Country	Innovation Department/ Romania
Location of post	Bucharest	Pay Band	H (part-time 6 hours/day)
Reports to	Project Manager	Duration of job	1 year with the possibility of extension

***Purpose of job:***

- To implement the library strategy of being a cultural hub and develop online campaigns and projects/events aimed at creating engagement especially for children and teenagers who are the main target of the library
- Run current library projects and develop new projects in order to promote the UK's literature, encourage young people to read and support them in learning English.

***Context and environment:***

The British Council is the United Kingdom's international organisation for educational opportunities and cultural relations. We have been operating in Romania since 1938 and are present in three locations: Bucharest, Cluj-Napoca, and Iasi. We build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide.

The Romanian office is part of the British Council's EU region. We continue to be active across the spectrum of project and partner activities in Arts, Education, and English, with a limited Society portfolio. We see English, via global products, new technologies and teacher training, as the area where we can achieve most impact and most closely meet local needs. The Teaching Centre in Bucharest continues to expand rapidly and is now one of the largest operations in the EU. We enjoy a strong reputation in Romania as the leading provider of English language courses.

The British Council is renowned for its library in Bucharest as it supports and promotes reading among young audiences and helps promotes British culture.

The Library Officer will be part of the Teaching Centre's Innovation department which is coordinating the library, the conversation clubs and our English camps.

***Accountabilities, responsibilities and main duties:*****Coordinate library activities aimed at promoting UK's culture through reading**

- Ensure support for current plan of library programmes – find speakers, connect with partners and participants
- Maintain and develop new connections with publishing houses, public and private schools
- Coordinate library activities and ensure logistic support at public fairs and festivals

**Implement communication plans to promote the library, at the British Council premises, at external events and in schools:**

- Keep the @British library section of the website updated with news: new acquisitions, events, new services
- Develop content for the electronic newsletter and database e-mailing
- Develop content for the British Council Facebook page and library post news
- Prepare promotional materials (flyers, posters, other prints)

**Manage the library collection**

- Manage the ordering process of library resources from research to placing the order, according to the library strategy
- Cataloguing of new resources
- Manage the incomplete and damaged materials process – fixing partially damaged or incomplete materials and restoring them in the collection, discarding of damaged materials
- Make sure all the returned resources are put back at the shelf. Usually we work with a library intern but there will be times when the Library Officer will need to shelve

**Financial management:**

- Manage all financial aspects related to library supplier payments
- Monitor expenditure and ensure it is within budgetary limits agreed with the Project Manager
- Ensure a smooth delivery and invoicing process with the books and magazines suppliers

**Other responsibilities:**

- Participate in the recruitment and training of interns who shelve and perform other library tasks
- Assign tasks to interns and monitor their performance
- Support the Project Manager in developing appropriate activities in order to meet the targets (development of new services, content strategy, new partnerships development)

***Key relationships:***

Internal relationships include, but are not limited to:

- Integrated Customer Services
- Teaching Centre and Exams
- Marketing team
- Facilities team
- Finance & Procurement team

External relationships include, but are not limited to:

- Library clients
- Project partners – publishing houses, teachers
- Events participants and applicants
- Vendors and suppliers

***Other important features or requirements of the job:***

N/A

Please specify any passport/visa and/or nationality requirement.	Applicants must already have the right to live and work in the EU.
Please indicate if any security or legal checks are required for this role.	Criminal record is mandatory as well as other appropriate checks.

## Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<b>Being Accountable (essential)</b> <i>Delivering my best results in order to meet my commitments.</i> <b>Connecting with others (essential)</b> <i>Making regular opportunities to understand others better</i> <b>Working Together (essential)</b> <i>Establishing a genuinely common goal with others</i> <b>Make It Happen (essential)</b> <i>Delivering clear results for the British Council.</i>		Shortlisting and interview
	<b>Creating Shared Purpose (essential)</b> <i>Communicating an engaging picture of how we can work together</i> <b>Shaping the Future (essential)</b> <i>Looking for ways in which we can do things better</i>		Not assessed during the application stage but assessed during Performance Management process
Skills and Knowledge	<b>Communicating and Influencing</b> <i>Level 2 - Relates communications to circumstances</i>  Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.  <b>Managing accounts and partnerships</b> <i>Level 2 – Works with stakeholders and partners</i>  Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.  <b>Planning and organizing</b> <i>Level 1 - Is methodical</i> Able to plan own work over short timescales for routine or familiar tasks and processes.		Short listing and / or interview

	<b>Managing finance and resources</b> <i>Level 1 - Uses resources efficiently</i> Uses resources efficiently in own role and complies with financial rules and procedures.		
<b>Experience</b>	Experience of administrative and organisational tasks  Experience of successful customer interaction  Uses IT with confidence		Short listing and interview
<b>Qualifications</b>	Proficiency in spoken and written communication Romanian and English - C1 level		Short listing and interview

Submitted by	Alexandra Daringa	Date	25.07.2019
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