

# Mercian Collaboration Executive Officer

## Salary range £37,474 - £44,737 (pro rata)

## Permanent, 0.4FTE

# Job Description

Founded in 2014, the Mercian Collaboration is a professional network formed of 23 SCONUL member libraries across the English Midlands which functions as a regional sub-group of SCONUL.

The Mercian Collaboration delivers opportunities to develop communities of practice, explore training and development and to seek efficiencies on behalf of our institutions and the wider community.

The Mercian Collaboration Executive Officer is employed by SCONUL on behalf of the Mercian

Collaboration and reports directly to the Mercian Collaboration Chair. Named staff from across the consortium variously take the lead on aspects of the Collaboration’s work, and the post-holder will work closely with these individuals on specific programmes and projects.

There is no regular line management responsibility, although from time to time the post holder may be required to coordinate input from staff members in one or more of the consortium’s member libraries, and/or to supervise work experience placements.

Based at home, there will be a requirement to travel to any of the Mercian Collaboration sites from time to time as required.

## Job role and purpose

The Executive Officer provides a key governance and facilitation role, coordinating and supporting all the activities of the Collaboration and assisting the Chair and Steering Group in their leadership of the Collaboration and the achievement of its agreed objectives.

## Responsibilities

* To assist the Chair and Steering Group in the planning and implementation of agreed projects, services and strategies.
* To support Special Interest Group and Operational Group leads in delivering the services and activities within their terms of reference, coordinating, attending and facilitating as appropriate.
* To coordinate and deliver administrative support to ensure the effective operation of the Collaboration’s activities, including arranging events, developing documentation, scheduling and minuting meetings where appropriate and reporting and evaluating progress to members of the Collaboration.
* To maintain an overview of all Mercian Collaboration activities, acting as a point of connection between subgroups, committees and individual member organisations, brokering interactions and facilitating networking to develop greater effectiveness across the wider Collaboration.
* To explore and report on initiatives elsewhere to inform Mercian Collaboration strategies, objectives and decision-making*.*
* To market and promote the activities of the Mercian Collaboration, developing and maintaining the Collaboration’s website and social media presence, in liaison with the SCONUL office, and encouraging participation from all levels of staff within the member libraries.
* To act on behalf of the Mercian Collaboration as required at local, regional and national level, and establish and maintain positive working relationships with other appropriate agencies.
* To liaise effectively with other relevant collaborations and organisations to develop intelligence and awareness of common themes and activities outside the region.
* To monitor funding calls and other income generation opportunities; to support bid applications liaising with the steering group to ensure Mercian Collaboration members are able to take advantage of opportunities as appropriate.
* To undertake other appropriate duties as requested by the Mercian Collaboration Steering Group.

This job description is a guide to the work you will initially be required to undertake. It may be changed

from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## Person specification

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The successful candidate should have:** | Essential/ Desirable | Tested by\* |
| 1 | A graduate qualification or equivalent professional experience | E | A |

**Background & Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The successful candidate should have:** |  |  |
| 2 | Experience of working with and servicing committees including providing professional advice and contributing to policy formulation. | E | A,I |
| 3 | Experience of editing and writing or contributing to web content | E |  |
| 4 | Experience of successful project management and delivery to deadlines. | E | A,I |
| 5 | Experience of working in a library or information service environment. | D | A,I |
| 6 | Experience of budget management. | D | A,I |
| 7 | Experience of setting up mailing lists and managing a website | D | I |

**Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The successful candidate should have knowledge of:** |  |  |
| 8 | The workings of the higher education environment including the higher education library environment | E | A,I |
| 9 | Web based applications and social media communication and promotional tools | E | A,I |

**Skills & Competencies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The successful candidate should demonstrate:** |  |  |
| 10 | An ability to work independently, to be self-motivated and to organise their own workload. | E | A,I |
| 11 | An ability to speak, write and present effectively to a variety of audiences. | E | A,I |
| 12 | An ability to deal with people throughout different organisations with clarity, diplomacy and tact. | E | A,I |
| 13 | An ability to identify and solve problems independently and collaboratively. | D | A,I |
| 14 | An ability to think and act strategically and to contribute to strategy, policy formulation and decision-making . | D | A,I |
| 15 | An ability to use online marketing tools | D | A,I |

\* A – Application, I – Interview, or task

**Closing date for applications: Friday 27th January 2023**

**Interviews: Monday 13th February 2023**

**September 2022**