



SLIC Recruitment Information Pack

Programme Officer – E-Resources & Content

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 applying for the role of Programme Officer within the SLIC Team more information about the role and SLIC.

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

- Ensure Scotland's libraries reach their full potential, delivering public value through knowledge sharing, collaboration, innovation, and national conversation.

SLIC Strategic Pillars

- STANDARDS- Setting standards and best practice to enable strong working practices through amplifying what works well.
- LEADERSHIP- Advocate the needs and successes of the sector to national and local decision-makers.
- INFORMATION- Provide a knowledge base for the library and information sector in Scotland and provide learning and development opportunities for members.
- COLLABORATION- Create strategic partnerships for the benefit of our members which drive the sector forward.

SLIC Values

- AMBITIOUS - We are curious, adaptable and embrace challenges while taking calculated risks.
- CONNECTED- We foster collaborative relationships through empathy and trust. We recognise the strength of partnership working alongside our independence.
- EMPOWERING We nurture and promote self-determination, providing knowledge to sustain motivation within our membership.
- INTEGRITY- We are transparent, accountable, and seek feedback to improve continuously

Advert

JOB DESCRIPTION

ROLE: Programme Officer- E-Resources and content development

SALARY: £ 38,423

POST: 35 hours, Permanent

REPORTS to: Head of Programme

LOCATION: Office based in Glasgow, with team working hybrid across central belt.

SLIC is seeking to recruit an experienced and innovative e-resource librarian to lead the strategic development and delivery of a national e-book collection and platform for public libraries across Scotland. The successful candidate will be instrumental in shaping the future of digital library services, working with the library sector to ensure the platform and collection meet evolving user needs and align with best practices to deliver efficiencies for Scotland's public libraries and provide equitable access for all.

JOB DESCRIPTION & PERSON SPECIFICATION

Purpose of the Job

This role is for an experienced and innovative e-resource librarian to lead the strategic development and delivery of a national e-book collection and platform for public libraries across Scotland. The successful candidate will be instrumental in shaping the future of digital library services, working with the library sector to ensure the platform and collection meet evolving user needs and align with best practices to deliver efficiencies for Scotland's public libraries and provide equitable access for all.

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. With support from the Scottish Government, SLIC have been tasked with the development and delivery of a national website dedicated to providing comprehensive and accessible library services across Scotland. The Project Officer will work closely with SLIC's Head of Programme and stakeholders to ensure the website meets the needs of users and aligns with SLIC's strategic goals.

Key tasks and responsibilities

National platform development and implementation

- Strategic Planning: Assisting in the development and implementation of a national platform for delivering digital library services, including the national e-book collection, for public libraries in Scotland.
- Working closely with the Scottish public library sector to gather feedback, identify needs, and ensure the platform is user-centric and meets their requirements.
- Collaborating with national and regional groups and bodies, including those in other UK home nations, to ensure alignment with wider digital library initiatives and best practices.
- Working with IT specialists and stakeholders to ensure seamless integration and functionality of the national platform with existing library management and discovery systems.
- Developing and delivering training programmes and ongoing support for library staff on utilising the national platform and e-resources effectively.

National E-Book collection development and management

- Identifying, evaluating, selecting, and acquiring high-quality e-books and other digital resources relevant to the needs and priorities of Scotland's public libraries.
- Licensing agreements with publishers and vendors, managing budgets effectively for electronic resources, and ensuring compliance with copyright and data protection laws.
- Developing and implementing collection development policies for the national e-book collection, reflecting user needs, emerging formats, and national strategy.
- Regularly assessing the quality, usage, and value of the e-book collection to inform future selections and ensure its continued relevance.
- Building and maintaining strong relationships with publishers and other key stakeholders in the e-resources landscape.
- Championing the value of the national e-book collection and platform, advocating for continued investment in digital resources, and promoting their use across the public library sector and among users.

- Engaging with public library users to understand their needs, preferences, and challenges in accessing and using digital resources, informing future platform and collection development.

Skills, Knowledge and Experience

Candidates will be expected to demonstrate the following:

- 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 librarianship or equivalent significant vocational experience	Essential
Significant experience in managing, selecting, acquiring, and promoting e-resources in a library setting, with a strong understanding of e-resources lifecycle management.	Essential
Excellent interpersonal and communication skills (written and verbal), enabling effective collaboration with diverse stakeholders, including library staff, IT specialists, and external partners.	Essential
Proven ability to manage complex projects, often with multiple stakeholders and competing demands.	Essential
Ability to work autonomously, prioritising workstreams and meeting tight deadlines	Essential
Strong analytical and problem-solving skills to troubleshoot technical issues, evaluate usage statistics, and make informed decisions about resource and platform development.	Essential
A proactive and adaptable approach to new technologies and trends in the digital library landscape.	Essential
Understanding of Copyright and Licensing: A solid understanding of copyright, data protection, and licensing issues relating to digital resources.	Essential
Knowledge of web development processes, content management systems, and user experience principles	Desirable
Proficiency in project management software (e.g., Jira, Trello, Asana) and Microsoft Office 365.	Desirable

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 Wednesday 17th September.

Interviews will be held in Glasgow on Friday 3rd October.

Scottish Charity No: SC017886

February 2025