



EXECUTIVE DIRECTOR

Main Purpose of the Role

The main purpose of the role of Executive Director is to provide the LIBER organisation with strategic direction and leadership in line with its strategic goals, to implement LIBER's Strategy and to serve LIBER libraries both directly and by working with the LIBER Executive Board, LIBER Office staff, the Finance Committee, and Steering Committees and Fora. The Executive Director is expected to be present and active in the European debate on the future direction of research libraries, and is responsible for taking initiatives, developing plans, liaising with other organisations and seeking funding and support. A central purpose of the post of Executive Director is to make LIBER more visible, and to stimulate, inspire and co-ordinate its activities both among LIBER libraries and at a European level.

Main Responsibilities

Strategy Development (20%)

To initiate and develop policy initiatives, and prepare LIBER Strategy and policy papers for the consideration of the LIBER Executive Board, and at the request of the President.

To develop the LIBER organisation in line with the future strategic goals set out in LIBER's Strategy.

To work with the Chairs/Secretaries of LIBER's Steering Committees and Working Groups to ensure that they are adequately briefed and supported to deliver LIBER's strategic objectives; and to liaise with the Chairs/Secretaries of LIBER Fora.

To coordinate LIBER's Strategy in liaison with the LIBER President and the Executive Board.

To liaise closely with the LIBER President as Chair of the LIBER Executive Board in regard to LIBER's strategic and operational needs.

To liaise with the LIBER Treasurer in regard to all financial matters and processes.

To liaise with the Secretary-General over matters concerning the smooth operation of LIBER Executive Board and Finance Committee meetings, and the annual Meeting of Participants.

Contacts with the EU and other Policymakers (20%)

In conjunction with the LIBER President, to act as the first point of contact between LIBER and the European Commission, principally with DG Internal Market and Services (MARKT), DG Connect, DG Research & Innovation and DG Education and Culture (EAS).

To attend EU meetings and consultations to represent LIBER libraries.

To work in close partnership with LIBER's Adviser to the Board for European Affairs.

To co-ordinate, in association with the Advocacy and Projects Manager, LIBER's EU Projects and line manage LIBER's EU Projects staff; and to identify future opportunities for funding and contribute to the compilation and submission of EU bids.

Advocacy and Policy (20%)

To lead LIBER's advocacy and policy campaigns at a European level, with the support of the Adviser to the Board for European Affairs.

To liaise with other associations and stakeholders in coordinated advocacy and policy campaigns.

To produce position and discussion papers in support of LIBER's advocacy and policy campaigns.

To liaise with European Commission representatives as the principal targets for LIBER's advocacy and policy campaigns.

To identify and develop key policy areas for LIBER and LIBER's research libraries.

Administration and Management (10%)

To oversee the financial management of LIBER, at the direction of the LIBER Treasurer and with the support of the Office Manager, including the setting of the annual budget and monitoring the performance of the budget and variances; the preparation of reports for the LIBER Executive Board and Finance Committee, and to receive strategic direction from the Treasurer on all financial matters.

To develop and maintain an effective investment plan for LIBER, including investigating ways of raising additional funding from sponsorship and grants, in close liaison with the LIBER Treasurer; and liaising as and when required with LIBER's accountant, bank(s) and other financial support services.

To take overall responsibility for the timely and accurate preparation of the LIBER Annual Report and Accounts, and all such other documentation as LIBER is required to provide, with the support of the Office Manager.

To lead the effective operation of the LIBER Office, offering high quality support services to the LIBER Executive Board and LIBER Participants.

To line manage all staff employed in the LIBER Office (in coordination with the Advocacy and Projects Manager for EU Projects staff), including probation and annual appraisals/evaluations; and to be responsible for overseeing their continuous professional development.

LIBER Participation (i.e. Membership) (10%)

To establish and maintain positive links with LIBER Participants.

To take a lead in recruiting LIBER Participants, working in close association with the Advocacy and Communications Steering Committee.

To contribute to the organisation of national/European/international events which support LIBER's libraries.

LIBER Annual Conferences (10%)

To act as Coordinator for the Conference Programme Committee, chaired by the LIBER Vice-President (propose keynote speakers, invite keynote speakers, coordinate the review process, inform authors of the acceptance/rejection of papers).

To be responsible for the LIBER Annual Conference Programme.

To liaise closely with local Host Annual Conference Organisers.

To evaluate the success of LIBER Annual Conferences and present this information to the Executive Board and Conference Programme Committee.

Sponsorships (10%)

To oversee and develop LIBER's sponsorship portfolio, in collaboration with the LIBER Executive Board, Advocacy and Communications Steering Committee and the LIBER Finance Committee.

To initiate contact with new sponsors, and/or work with Executive Board members on such contacts.

To negotiate sponsorship packages in line with LIBER's sponsorship framework.

To nurture and sustain LIBER's relations with all its sponsors, and to be the first port of call for any questions sponsors may have.

General

To adhere closely to LIBER's stated policies and procedures.

To uphold Fire and Health and Safety Regulations and other requirements of Dutch law.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

Key Contacts/Relationships

The Executive Director will report directly to the President of LIBER, and will also work closely with the Vice-President, Secretary-General, Treasurer, the LIBER Office Manager, Steering Committee Chairs, Fora Chairs, the Managing Editor of *LIBER Quarterly*, and with the LIBER Executive Board.

The Executive Director will be required to maintain effective links with LIBER Participants; and to identify and be responsive to their needs and wishes.

The Executive Director will be expected to forge effective working relationships with other European organisations, particularly those with which LIBER has developed Memoranda of Understanding.

The Executive Director will also liaise on behalf of LIBER with related international organisations in order to develop closer co-operative links.

The Executive Director, supported by the LIBER President, will be responsible for developing regular and close links with the Directorates General of the European Commission.

Person specification:
Essential Qualifications

A first degree or equivalent qualification

Desirable Qualifications

A higher degree or its equivalent

A project management qualification

Essential Skills and Experience

A thorough knowledge of current developments in European research libraries and their future needs

Demonstrable staff management skills and experience in managing and developing a small/medium-sized team

Demonstrable interpersonal skills

Demonstrable verbal and written communication skills

The ability to prioritise a heavy workload and to meet targets

A logical approach to problem-solving

Experience of committee work

Excellent knowledge of spoken and written English

Well-developed IT skills (including proven skills in MS Office, e-mail and use of the Internet, web management and social media)

Desirable Knowledge and Experience

Experience of delivering training

Membership of a relevant professional body

Familiarity with one or more European languages other than English

TERMS AND CONDITIONS OF EMPLOYMENT

LOCATION OF POST

The Executive Director of LIBER is based in the LIBER Office, which is located on the premises of the National Library of the Netherlands in The Hague. The LIBER Office is in the same building as other European and international organisations hosted in the National Library of the Netherlands. All staff members are employed under Dutch employment law and applicable collective agreements.

SALARY

Salary will be on Scale 12: minimum €3,925.00 to maximum €5,048.00 gross per month full-time, plus a vacation allowance of 8%, and a December allowance of 8.33%.

Further information about the Collective Labour Agreement for Research Centres, including details of annual leave and public holidays, is available at: <http://www.wvoi.nl/default.asp?cid=1>.

PERIOD OF APPOINTMENT

The initial appointment will be for three years, subject to satisfactory performance of responsibilities and duties, and is open to renewal by mutual consent.

HOURS OF WORK

The nominal standard working week is 40 hours. There are no fixed hours of work, reflecting the need for work to be organised to meet LIBER's priorities in the most effective way. The post is based in the LIBER Office in The Hague, but travel outside The Netherlands is also required. Out-of-hours working, including occasional weekends, will also be expected in association with conferences and meetings.

PROBATION

There will be a two month initial probationary period.

NOTICE

If the employee decides to terminate employment with LIBER, three months' notice must be given. If the employment is to be terminated by LIBER, the employee will be entitled to three months' notice. If the period of employment has been six months or less, the notice period will be one month either way.

HOW TO APPLY

Applicants should send a letter of application and a completed application form, including details of three referees, with email addresses, to:

Dr Ann Matheson
LIBER Secretary-General

Email: a.matheson@tinyworld.co.uk

Applications should be sent by email.

Please mark the email: LIBER RECRUITMENT

The closing date for applications is 7 October 2014.

Interviews will be held on 20 November 2014 in the National Library of The Netherlands, The Hague. The starting date for this post is 1 March 2015 or as soon as possible after this date.

FURTHER INFORMATION

ABOUT LIBER

LIBER (Ligue des Bibliothèques Européennes de Recherche – Association of European Research Libraries) is the main research libraries network in Europe. Its membership comprises over 400 national, university and special libraries from more than 40 countries. LIBER was founded in 1971 as an Association under the auspices of the Council of Europe and in accordance with the Swiss Civil Code (Art.60 *et seq.*). In January 2009 LIBER became a Foundation (*Stichting LIBER*) under Dutch law with its registered offices in The Hague, The Netherlands. As a Dutch Foundation, LIBER has Participants (i.e. members) and an annual Meeting of Participants (i.e. Annual General Meeting). LIBER conducts its professional work through its Executive Board and three current Steering Committees (Scholarly Communication and Research Infrastructures; Reshaping the Research Library; and Advocacy and Communications), guided by the views of LIBER Participants expressed at the annual LIBER Meeting of Participants. LIBER holds an Annual Conference, which provides an important opportunity for European librarians to meet together to discuss professional issues. The LIBER Office is based in the National Library of the Netherlands in The Hague.

The LIBER Office comprises: Executive Director; Advocacy and Projects Manager; Communications Officer (EU Projects and LIBER); Communications Officer, EU Projects (part-time); Project Officer; and Assistant to Director (part-time). LIBER proposes to recruit an Office Manager in 2015.

LIBER has always actively encouraged support of its work from available expertise within individual LIBER libraries, and LIBER is supported by a high degree of voluntary effort from its Executive Board and Steering Committees.

More information about LIBER and its current activities may be found by consulting the website at: www.libereurope.eu. The current Strategic Plan 2012-2015 can be found at: <http://libereurope.eu/strategy/>. The next Strategic Plan for 2016-2019 will be prepared in 2015.

THE NATIONAL LIBRARY OF THE NETHERLANDS, THE HAGUE

Information about the National Library of the Netherlands, The Hague, and its functions and activities may be found by consulting the Library's website at www.kb.nl.

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