



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

Job title: EU Projects Officer

Grade: 8

Salary: Salary will be on Scale 8: minimum € 2,356,- to maximum €3,156,- gross per month full-time, plus a vacation allowance of 8%, and a December allowance of 8.33%.

Reports to: EU Projects Manager

Location: LIBER Office, KB, The Hague

Hours of work: 100%, 40 hours per week

Period of appointment: 1 year contract

Main responsibilities

Responsible for undertaking duties listed in the project description of work which have been assigned to LIBER. The EU Project Officer reports to LIBER's EU Projects Manager.

Tasks include:

- To be responsible for undertaking the duties listed in the project descriptions of work which have been assigned to LIBER in the context of European projects
- Work on reporting to the European Commission for several EU projects
- Raising awareness through social media, workshops, conferences and other tools
- Promoting projects to the LIBER membership
- Implementing project communication plans and organising dissemination activities such as workshops

General

- To actively LIBER policies and procedures

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

Occasional Duties

- To give support to the Executive Director of LIBER on request.

Special Working Conditions

Occasional out-of-hours working, including weekends, in association with conferences, meetings and other events

Contact with Others

- LIBER Executive Director, LIBER EU Projects Manager, EU Project Officers (Both LIBER and other) , project co-ordinators, project partners, libraries, universities, EU institutions

Person specification:**Essential Qualifications**

- A first degree or equivalent qualification in library or information science (or related discipline)

Desirable Qualifications

- A higher degree, or its equivalent
- A project management qualification

Essential skills

- Experienced in EU Projects
- Familiar with current (technical) issues in research libraries
- Ability to work on a variety of projects simultaneously, prioritise a heavy workload and meet targets
- Knowledgeable about current communication tools, in particular social media
- An excellent written and verbal communicator
- Fluent in English
- Creative, flexible and with a demonstrable feeling for innovation
- Have a logical approach to problem solving
- Be able to work with minimum supervision
- Demonstrable team working skills
- Demonstrable interpersonal skills

Desirable Knowledge and Experience

- Understanding of one or more European languages other than English
- Knowledge of European research infrastructures, open access, research data management