



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

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 the LIBER vision, 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. She/He is responsible for taking initiatives, developing plans, liaising with other organisations and seeking funding and support in order to establish strategic partnerships with European organisations. 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

1. Strategy Development

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

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 actively work with the Chairs/Secretaries of LIBER's Steering Committees and Working Groups to deliver LIBER's strategic objectives; and to liaise with the Chairs/Secretaries of LIBER Fora.

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

2. Networking Activities within the EU

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).

In conjunction with the LIBER President, to work in close partnership with key stakeholders such as LERU, Science Europe, European University Association (EUA) and LIBER's strategic partners.

To identify future opportunities for funding and to contribute to the compilation and submission of EU bids.

To attend EU meetings and consultations to represent LIBER libraries.

3. Advocacy and Policy

To lead LIBER's advocacy and policy campaigns at a European level, with the support of the Copyright Working Group.

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

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

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

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

4. Administration and Management

To oversee the financial management of LIBER and prepare the budget and reports for the LIBER Executive Board and Finance Committee in line with the strategic direction from the Treasurer on all financial matters.

To take overall responsibility for the timely and accurate preparation of the LIBER Annual Report and Accounts, and all financial documentation as LIBER is required to provide.

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

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

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.

5. LIBER Participation (i.e. Membership)

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 libraries.

6. LIBER Annual Conferences

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

To liaise closely with local Annual Conference Host Organisers.

7. Sponsorships

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

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

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 12/13: minimum €4,219.00 to maximum €5,883.00 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 Institutes, including details of annual leave and public holidays, is available at: <http://www.wvoi.nl/files/CAO-OI%202016%20English%20version.pdf>.

PERIOD OF APPOINTMENT

The initial appointment will be for one year, after which the appointment will become permanent, if performance of responsibilities and duties is satisfactory.

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.

The LIBER Office comprises 3 FTE permanent staff and 4 FTE project officers.

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 2013-2017 can be found at: <http://libereurope.eu/strategy/>. The next Strategic Plan for 2018-2022 is being finalised in 2017.

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 <https://www.kb.nl/en>.

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