

# Job Description



مكتبة قطر الوطنية  
QATAR NATIONAL LIBRARY

## 1. Job Details:

<b>Job Title:</b>	Deputy Executive Director, International Relations and Communications	<b>Reports to:</b>	Executive Director
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## 2. Job Purpose:

The Deputy Executive Director, International Relations and Communications will provide specialized knowledge to develop, implement, supervise, and evaluate the Library's international relations, communications, and partnerships policies and programs in order to achieve high-profile positive visibility for the Library and its services.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	N/A				
<b>Number of Staff Supervised:</b>	31	<b>Direct Reports:</b>	5	<b>Contractor/Others:</b>	3

## 4. Key Result Areas:

### KEY RESULT AREAS

- Provide vision, strategic planning and overall direction for the Library's international relations and communications activities.
- Develop, advocate for and implement policies, positions and agreements on international issues of relevance to QNL.
- Cultivate strong and effective relationships with partners that can develop the Library's international reputation and support the achievement of its strategic objectives and service requirements.
- Invest in building relationships, both with the outside community and with the library's users.
- Engage external stakeholders to cultivate and maintain essential relationships, and to develop new partnerships and agreements of value to the library.
- Represent the Library as an expert in the field before external institutions and other international audiences and actively participate in outreach activities, committees, national and international organizations as appropriate.
- Represent and promote the library, formally and informally, to the public and private sector, Education City universities, the community and other national bodies.
- Participate actively in local, national and international library, information and technology organizations and initiatives.
- Monitor international issues relating to the information profession industry (United Nations agencies; Sustainable Development Goals and 2030 Agenda; Internet Governance and technology sector etc.) and assess their impact on the strategic direction of the Library.
- Set direction for the communication of the library's work and programs through marketing and public relations.
- Direct national, regional and international marketing messaging and outreach, specifically with the Communications team on press statements and media interactions.
- Contribute to professional and strategic direction and planning within the Library.
- Develop the capacity of staff to undertake policy development, advocacy, and representation activities.
- Manage program/project financial, operational, and human resources.
- Manage hiring, training and evaluation of staff, and associated professional development.
- Communicate internally and externally regarding the library.  
Demonstrate and facilitate effective communication throughout the Library and develop strong relationships with Directors of all library units, and other internal and external stakeholders.
- Other tasks as assigned.

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**5. Operating Environment, Framework & Boundaries:**

Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must ensure that all library technology activities within the Qatar National Library conform to relevant legislation, such as data protection, copyrighting, etc. Work is in a multicultural office and library environment. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

**6. Communications and Working Relationships:**

- Frequent liaison with Library staff at all levels, specifically the Executive Director, and the Leadership Team.
- Regular contact with international partners.

**7. Problem Solving & Complexity:**

- Evaluates different options when solving problems.
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions.
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems.

**8. Decision-Making Authority & Responsibility:**

- Accepts responsibility / accountability for own decisions and explains the rationale.
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment.
- Remains calm and resourceful when making difficult decisions, basing them on facts.
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight.

**9. Minimum Knowledge, Skills & Experience:**

- Master's degree from an accredited library program or equivalent.
- At least 8 years of progressive management experience in the library or digital cultural heritage sector.
- Deep knowledge of library and information policy issues, particularly relating to national and international developments in the information and communications technology sector.
- Demonstrable expertise across the areas of communications, advocacy, and relationship building.
- Experience in planning, managing and communicating special projects, especially those with an international impact.
- Experience of managing staff and developing their skills and competencies.
- Experience of administering large budgets.
- Evidence of contribution to national and international developments in digital libraries, open access or research data management.
- Experience in planning and coordinating international projects.
- Excellent oral and written communication skills; ability to advocate for the library to a variety of constituents; ability to communicate with technical and non-technical individuals.
- Excellent management and organizational skills, e.g. in areas where leadership has been required.