

Job Description



1. Job Details:

Job Title:	Senior Researcher	Reports to:	Director of Historical Research and Partnerships
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2. Job Purpose:

The Senior Researcher will be responsible for supporting the Director of Historical Research and Partnerships in the management of all aspects of QNL research projects associated with Qatar and the Gulf region. In this context, the Senior Researcher will (1) assist the Director with international research partnerships and projects, as delegated; (2) manage local archival projects in Qatar and the Gulf; (3) convene research-related activities — such as talks, workshops, seminars, and conferences; and (4) publish his own research and support the QNL Press publication series.

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

Accountability for annual operating budget / project budget / sales revenue:					
Nature of financial accountability: n/a			Magnitude of financial accountability: n/a		
# staff supervised:	TBC	# direct reports:		# contractors/others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Help deliver QNL research partnerships and projects on Qatar and the Gulf region relating to the core mission of the QNL, the Heritage Library, the Qatar Digital Library, and partnership agreements. Specific tasks include, but are not limited to:
 1. Supporting international research partnerships and projects as directed by the Director of Historical Research and Partnerships.
 2. Creating digital archival collections for the QDL from private archives in Qatar and Gulf.
 3. Conducting and overseeing an oral history project, recording interviews with Qataris.
 4. Helping establish new Gulf-related projects through new international partnerships and other national institutions.
 5. Convening regular conferences, workshops, seminars, and talks at the QNL.
- Help the Director develop and deliver successful research-related activities, and manage the publication of research-related content.
- Advise and assist the Director and partnership staff on all heritage-related matters, including the maintenance of existing QNL partnerships and the development of new ones.
- Support partnerships by evaluating, appraising, researching, and selecting new archival content for the QDL.
- Liaise with the content specialists and archivists to ensure accurate descriptions of partner content; create or review expert authoritative descriptions and/or contextual descriptions.
- Apply subject matter expertise in order to advise on the importance of the cultural or historic items considered for inclusion in the QDL and Heritage Library.
- Develop or manage development of content for use in publications, exhibitions, the QDL, and the QNL website.
- Keep abreast of current practices, trends, and developments in the field in order to enhance professional expertise.
- Formulate and develop operational guidelines for QNL events, including formats and policies, and take ownership of relevant processes.
- Undertake other reasonable tasks as assigned by supervisor.

5. Operating Environment, Framework & Boundaries:

- Work effectively within a multinational/cultural environment.
- Understand QNL HSE requirements.
- Adhere to QF policies and procedures.
- Understand the sensitivity of the role and the importance of confidentiality and professionally work.
- Some international travel, evening and weekend work will be required.

6. Communications and Working Relationships:

- Director of Historical Research & Partnerships - daily contact to complete tasks as assigned
- Director of Distinctive Collections and Director of Digital Content and Engagement – regular contact to collaborate on department and division strategy, planning, and evaluation and to receive guidance and approvals.
- Distinctive Collections and Digital Content and Engagement teams – regular collaboration in support of their work.
- QNL senior management and all departments – regular contact as required.
- Library partners and academic & cultural organizations in Qatar – regular contact regarding the development of collections, services and programs.
- Faculty, researchers, students, and general public – contact as needed on user requirements, program needs, etc.
- Partner institutions - contact as needed to manage research partnerships and projects.

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 and 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:

- Bachelor degree in a Gulf heritage-related field, Masters is preferred.
- 6-8 years of experience in Gulf Arab heritage, culture, and history.
- Extensive research project experience in Gulf heritage (6+ projects).
- Extensive teamwork experience.
- Excellent project management, analytical, organizational, time management, and planning skills.
- Experience in and advanced knowledge of collection development, library management, information management, strategic planning, and staff development.
- Strong understanding of emerging digital library technologies and digital conversion principles in order to support the creation of database archives.
- Outstanding interpersonal communication and presentation skills.
- Outstanding writing skills in both English and Modern Standard Arabic, with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely.
- Spoken fluency in English, Gulf Arabic, and Modern Standard Arabic.
- Outstanding interpersonal communication and negotiation skills.

Senior Researcher

- Computer literacy: MS Office and Oracle ERP, and familiarity with OCR, translation, and other specialist library applications.

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved: Name: Dr. Sohair Wastawy	Signature:	Date:
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