

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY
عضو في مؤسسة قطر
Member of Qatar Foundation

1. Job Details:

Job Title:	QNL Press Manager	Reports to:	Deputy Executive Director- International Relations & Communications
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2. Job Purpose:

Develop, plan and manage QNL Press process for production. Implement the standards and audit or framework, facilitating the management, maintenance and education of the business on process and procedural production needs.

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

Annual Operating Budget/Project Budget/Sales Revenue:					
Number of Staff Supervised:	12	Direct Reports:	7	Contractor/Others:	5

4. Key Result Areas:

KEY RESULT AREAS

- Oversee the overall process for planning, production and manufacturing processes to ISO standards.
- Proactively holding the organization accountable to critical dates to ensure production schedule is met.
- Identify, gather and define print product requirements from customers.
- Identify opportunities for operational improvement and recommend solutions and implementation of roadmaps.
- Oversee implementation/improvement of purchasing/planning system and set up process/rules to improve efficiency of cost quoting and production process.
- Development of team's knowledge of cost analysis, campaign setup and assurance towards quality expectations.
- Performance management of all artists and coordinators; delivery goals and expectations and measuring performance.
- Work proactively with suppliers to ensure continuous improvement and optimal production solutions for new and existing materials and concepts.
- Develop specifications for new components with suppliers, negotiate effective pricing structures.
- Communicate supply chain issues to Director and coordinate solution implementation.
- Liaise with finance on budgeting, forecasting and actual product cost analysis compared to proposed supplier and technology investigations.
- To manage and control budgets effectively, including traded services and third party contracts.
- Participation and leadership of relationship and business reviews with key partners and suppliers.
- Work proactively to promote a quality driven working environment; promote open and positive communication; educate the business.
- Promote quality assurance and the use of best practices within the department and across projects.
- Ideally have an understanding of FSC and ISO4001 standards and procedures.
- Direct accountability and management of team of artists and coordinators to facilitate the production of printed products.
- Other tasks as assigned by immediate supervisor

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. 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 comply with QF health, safety, security, and environment policies,

QNL Press Manager

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. Regularly-scheduled evening and weekend work may be required. Plus any other special notes regarding position such as exposure to hazards, travel requirements, etc.

6. Communications and Working Relationships:

- Deputy Executive Director - Operations & Strategic Planning – frequent contact to provide project updates, report on work execution and quality control measures, and to receive guidance and approvals as well as to provide monthly reporting on stock levels, equipment utilization, current and projected workloads, and staff performance
- QNL Press Team and QNL Team
- Customer Service – daily interaction to discuss job details, agree on printing & finishing techniques, job scheduling, and delivery (whether executed in-house or outsourced)
- Internal and external customers

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:

- Bachelor's degree in a relevant discipline and 8-10 years of experience OR Master Degree and 6 years of experience
- Experience in Press supervision or management, preferably using digital technologies, and preferably in the GCC
- Advanced understanding of digital, offset, and wide-format design processes & techniques as well as prepress and finishing processes & techniques
- Outstanding management, interpersonal communication and negotiation skills and outstanding planning, analytical, and project management skills
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency an advantage
- Proficiency in MS Office applications