

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY

1. Job Details:

Job Title:	Senior English Writing Specialist	Reports to:	Children and Young Adults Manager
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2. Job Purpose:

The Senior English Writing Specialist will provide opportunities for researchers, community members and students to become more independent, confident, and versatile writers and communicators. The Specialist will develop programs that build the capacity of individuals to plan, organize and develop strategies that enhance their writing and communications. Examples of programs include public programs, small-group workshops, individual and peer group tutoring, test prep courses, time management, note-taking, reading comprehension and others. Regularly scheduled evening and weekend work will be required.

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: TBD			
# staff supervised:	0	# direct reports:	0
# contractors/others:	0		

4. Key Result Areas:

KEY RESULT AREAS

- Assist the Children and Young Adults Manager in the development of business plans for all activities within the areas of responsibility.
- Assess needs, develop, deliver, and evaluate innovative programs, outreach activities and national initiatives in order to improve writing and communication outcomes of learners.
- May act as a Team Lead for staff which may include Graduate Trainees, Interns, full and part-time staff and volunteers.
- Develop and contribute content to the Qatar National Library website.
- Maintain regular interaction with faculty, students and the general public to determine user needs.
- Develop displays and communication messages in order to highlight and interpret services.
- Continuously explore new applications of pedagogy and technology in order to design and deliver active learning, critical thinking and learner collaboration.
- Serve on designated committees throughout the library.
- Participate in library-wide outreach programs to support research, education and community needs.
- Contributes to the profession by publishing, presenting or participating in professional organizations.
- Keep abreast of developments, trends and issues in all areas of responsibilities.
- Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility. Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.
- This position includes, but is not limited to, other duties as required and defined by the scope, purpose, and spirit of the institution and are not always indicative of the title and grade of the position.
- Other tasks as assigned.

Senior English Writing Specialist

required. Plus any other special notes regarding position such as exposure to hazards, travel requirements, etc.

6. Communications and Working Relationships:

- Children and Young Adults Manager – on goals, objectives, budgets, work plans
- Reference services, Children and Young Adults Manager, Manager's and staff of various departments – on collaborative and cooperative work projects ensuring the integration of activities throughout the library.
- IT Operations & Infrastructure staff – on hardware, software, website, connectivity, digitization projects and technology issues, needs and planning
- Finance & Procurement staff – for communications and financial reporting issues
- Library partners/stakeholders – on integration of information literacy skills, collection needs.
- Faculty, researchers, students and general public – on user needs

7. Problem Solving & Complexity:

- Evaluates, compares and relates information from across the business
 - Identifies broader implications of proposed solutions across the organization
 - Uses own experience and evidence from theory, other industries and technologies to identify problems and understand situations
- Reviews existing policy to enable effective problem solving and judgment by the team

8. Decision-Making Authority & Responsibility:

- Applies judgment to decide when to make swift decisions even in the absence of all necessary information
- Arrives at sound and timely decisions, based on past experience and an understanding of the current business environment and projected changes
- Considers the impact of decisions on various stakeholders and takes this into account
- Delegates decision making as appropriate to encourage and facilitate empowerment

9. Minimum Knowledge, Skills & Experience:

- A Master degree teaching English / English as second language /tutorial centre experience in a post-secondary environment required.
- 6-8 years of professional experience.
- Strong interpersonal, communication and presentation skills in both oral and written English with high TOEFL or IELTS scores.
- Good interpersonal and people skills and the ability to work effectively both independently and within a team. Arabic is preferred.