

# Job Description



مكتبة قطر الوطنية  
QATAR NATIONAL LIBRARY

## 1. Job Details:

<b>Job Title:</b>	Senior Publications Coordinator	<b>Reports to:</b>	Head of Content
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## 2. Job Purpose:

The Senior Publications Specialist will be responsible for supporting the creation of content that promotes the Library's activities, collections and services, particularly exhibition catalogues, collection based gift items and other promotional collaterals. The position will work across the Library's departments to develop relevant content that draws upon the expertise of in-house experts in the Distinctive Collections, Research and Learning, and International Relations and Communications directorates. Liaison with external experts will also be required.

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

<b>Accountability for annual operating budget / project budget / sales revenue:</b>				
Nature of financial accountability: n/a			Magnitude of financial accountability: n/a	
<b>staff supervised:</b>		<b>Direct reports:</b>	<b>Contractors</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Leading stakeholder consultation across the Library to research collections and services and identify topics for promotion and marketing.
- Generating engaging ideas for collaterals promoting the Library's services and collections, particularly exhibition catalogues and gift items.
- Creating original and innovative content for collaterals, ensuring it is written to an excellent standard and factually correct.
- Selecting, reviewing, condensing, correcting and arranging complementary material (text, articles, images, sound, video, or film, either from commissioned work or stock resources) for collaterals and preparing it for final presentation/publication.
- Continually improving copy, adapting the text where necessary to ensure it is appropriate for the target audience.
- Correcting spelling and grammatical errors, and checking facts across all channels.
- Ensuring content is maintained to the very highest quality standards; thoroughly proofreading and quality checking on an ongoing basis.
- Ensuring all content is produced in an engaging and accessible way for the relevant audience, and is consistent in terms of tone of voice, style and key messaging across all channels.
- Using the appropriate software for ensuring correctness of content language and style such as editing and proofreading tools.
- Working closely with designers to ensure a cohesive relationship between copy and design.
- Implementing QF and QNL policies and procedures in the area of design and copy writing guidelines.
- Working closely with online services to ensure all online customer-facing content is consistent with offline content and materials.
- Arrangement of meetings.
- Provide support to other projects as they arise.
- Other tasks as assigned

## 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 professional standards and best practices. 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 the Library's requirements.

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## 6. Communications and Working Relationships:

- Head of Content – frequent contact, and to receive guidance and approvals.
- Head of Design – frequent contact, and to receive guidance and approvals.
- Manager, QNL Press – frequent contact to report on work execution, and to receive guidance and approvals.
- Manager, QNL Communications – regular content to report on work execution.
- Frequent liaison with the QNL Communications and Press teams.
- Regular liaison with Library staff at all levels.
- Contact with external partners and suppliers.

## 7. Problem Solving & Complexity:

- A thorough understanding of the Library's mission, direction and associated activities and programs.
- Awareness and understanding of library practices, policies and procedures.
- Excellent organizational, coordination, planning and communication skills.
- Ability to solve complex requirements of clients and produce deliverables with limited supervision.
- Ability to manage conflicting priorities and multiple resources.

## 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 communications-related subject or equivalent. Prefer Master degree in a communications-related subject or an equivalent degree is an added advantage.
- 3-5 years of working experience in related fields.
- Working in a content development role with a demonstrable track record in producing content for different media and audiences.
- Excellent writing skills in English language.
- Excellent interpersonal and oral communication and presentation skills.
- Willingness and ability to work flexibly as required.
- Demonstrable skills in administration, organization and time management.
- Highly proficient in the use of Microsoft Office, especially MS Word, Excel and MS PowerPoint.