



JOB DESCRIPTION

Job Title	Libraries West Project Officer		
Service	Partnership Localities & Culture		
Reporting to			
Grade	11		
Evaluation ref:	AU0361	Job Family ref:	
Role Purpose			
<p>The Libraries West Project Officer leads and delivers consortium-wide projects that enhance library services across the seven Libraries West authorities, as well as contract management and budget management.</p> <p>The role supports the development, coordination, and implementation of key initiatives — including Library Management System (LMS) developments, website improvements — ensuring they are delivered effectively and in line with strategic priorities.</p> <p>The post holder acts as a central liaison across multiple stakeholder groups, improving communication, driving innovation, and supporting the Libraries West Board to make informed decisions that advance the consortium's shared objectives.</p>			
Accountabilities			
<p>Manages projects which contribute directly to improving library services across the Libraries West Consortium. Acts as a key project member of major Libraries West projects, such as procurement project for a new Library Management System (LMS). Ensures projects identified within the Libraries West workplan are delivered according to the project remit.</p> <p>Devises systems and implements measures which improve communication and sharing of information across Libraries West, including between working groups and across authorities, e.g. creation and distribution of a quarterly newsletter, presentations to staff groups.</p> <p>Raises the profile of Libraries West with key external agencies at a regional and national level and prepares bids for external funding to appropriate sources to enable Libraries West to develop in line with the Strategic Review recommendations.</p> <p>Improves the documentation in relation to the use of the Library Management Systems (LMS) and the Libraries West website so that staff and customers have effective and user-friendly guidance to enable them to use the system appropriately. Analyses the feedback received from website users on the website comments facility and responds to this, either directly or through relevant staff. Takes action to implement developments agreed through with the Board.</p>			

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Creates a programme of joint training opportunities for staff working across Libraries West so that staff can make full and appropriate use of the full range of features available within the LMS and can promote the Libraries West website to library customers. Organises these events and occasionally delivers them.

Co-ordinates the provision of management information in support of the strategic objectives of Libraries West members. Ensures that management information reports are provided as required and that programmes for reporting agreed with all Consortium partners.

Facilitates the Libraries West Board by shaping the Board agenda in conjunction with the Chair and ensuring that reports and other documentation are available in a timely fashion so that appropriate decisions can be made which drive Libraries West forward. Plays a similar role for Bibliographic services Group (BUG) and Joint Users Group (JUG).

Liaises with supplier of the LMS to ensure system developments are delivered on time and in line with identified Libraries West need.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of the basics of project management	X	
Seeking external funding would be beneficial, and understanding of financial budgets		X
Understanding of the importance of data protection and should have a keen eye for detail.	X	
Experience		
Experience of supporting projects	X	
Experience of liaising with stakeholders	X	
Qualifications / Registrations / Certifications		
Good general standard of education and evidence of continuing development of professional skills would be beneficial.		X
Skills		
Experience of working as part of a team	X	
Able to carry out tasks independently using your own initiative	X	

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Committed to providing excellent customer service.	X	
Keen to learn and develop your skills	X	
Able to use problem solving skills to identify solutions	X	
Good communicator with strong interpersonal skills	X	
Strong IT skills and be competent in the use of Microsoft Office	X	
Experience of minute taking	X	
Working Conditions		
Dimensions of the role		
Please note that this role may require the post holder to travel around the county. The successful candidate should therefore hold a valid UK driving license.		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: