



RS FORM 2 - JOB DESCRIPTIONS

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION:

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00264

MINISTRY VACANCY REF: 2/2020

POSITION TITLE: Chief Parliamentary Librarian

POSITION LEVEL: L10/11

SALARY RANGE: \$2,599.16 - \$2,941.85

THIS POSITION REPORTS TO: The director Information Services

THIS POSITION SUPERVISES: Senior librarian & Library Aid

SECTION B – SCOPE OF DUTIES

This position will contribute to the organisation functions and strategies by;

The Chief Parliamentary Librarian leads in setting strategic objectives for the Library and Research Department. It is a key position that will lead, manage and monitor the Library and Research team's performance. The position holder links and coordinate the Members of Parliament's needs for well researched information on matters of public interest with the Library and research staff ensuring the library and research team meet the MPs information needs.

The post holder is the leader of the Library and Research services and therefore lead in setting the direction library undertakes in terms of development, collection development, establishing library frameworks and service delivery, staff appraisal and performance management as well as setting of library priorities for each year.

This position will contribute to achieving the National Parliament of Solomon Islands strategy 2012-2016 objective 3.3. Under this objective the library is to provide library and research services to the Members of Parliament in line with the modern parliamentary practices on availing accurate and timely information for informed decision making.

SECTION C – LIAISON

a) **Internal:**

Members of Parliament,
NPO Staff

b) **External:**

Ministers of the Crown;
Permanent Secretaries
Student Researchers
Attorney General's Chambers
Academic Researchers
Academic libraries
Parliamentary libraries

SECTION D – KEY DUTIES

- Lead, supervise and provide professional guidance to library staff, at all times maintaining the highest standards of professional integrity.
- Identify priorities and strategic issues and develop broad strategies for the effective management and direction of the Parliamentary Library.
- Develop and review Library Policies from time to time. Manage, administer and report on the library operational plan, in accordance with Library Policies.
- Facilitate the implementation of the National Parliament of Solomon Islands Strategic plan for the Parliamentary Library, ensuring continuous improvement of services to Members of Parliament.
- Responsible for the formulation of Departmental Annual Work Plan (DAWP), risk-log and participate in triennial strategic review.
- Present monthly reports to the Speaker, via the Management Group and participate in Heads of
- Department monthly meetings.
- Supervise, conduct appraisal and coordinate the work of Librarian, Reference and Information Services.
- Coordinate trainings in the development of library staff, including bi-annual staff Appraisals
- Conduct research through the use of Library Integrated Library System (Koha and DSpace).
- Oversee the acquisition, cataloguing, processing and maintenance of the Library's
- Collection of print and electronic resources to ensure the provision of effective access to the collection

SECTION E – KEY RESULT AREAS

Successful performance of the duties will be indicated by:

- Professional guidance provided through Departmental Annual Work Plan (DAWP) weekly meetings and on quarterly basing using the PMP processes.
- Priorities and strategies identified and recorded in the Departmental Annual Work Plan (DAWP)
- Library policies developed, implemented and reviewed biennially
- NPSI Strategy objective 3.3 is implemented and documented in progress reports

- Library DAWP developed and submitted to the Strategy Support Unit before January 1 each year. Triannual involvement of the Chief Parliamentary Librarian in DAWP review and submission of revised DAWP versions after each review.
- 12 PowerPoint presentations presented to the Speaker per year. Director Library also attends all HOD meetings
- Staff appraisal conducted triennially using the PS Form 10 and the Performance Management Process (PMP) and 3 reports submitted to the SSU team.
- Internal training, motivational talks, coaching and mentoring provided to staff in consultation with the HRM office
- MPs research needs facilitated and assigned to appropriate research officer. Timely research products delivered to the MPs and committee secretariat.
- Policies and Processes of acquisition, cataloguing and maintenance are checked and reported to the Library support committee.

SECTION F – SELECTION CRITERIA

Experience:

- Effective research, writing and conceptual skills.
- Extensive professional experience in librarianship at a managerial level.
- Ability to communicate effectively with Members of Parliament, senior public officials and a range of stakeholders.
- High standards of integrity and the ability to handle confidential matters and provide impartial advice and sound judgment.
- Understanding of the role of Parliament and the system of government in the Solomon Islands.
- Ability to develop and deliver effective customer services to Members and staff and clients of the Parliament.
- Good people management skills to direct and motivate a small team.

Knowledge:

- Detailed knowledge of the parliamentary environment. In depth knowledge of and familiarity with political issues and the political process in general.
- Extensive knowledge of library and information management concepts and technology.
- Understanding of the role of Parliament and the system of government in the Solomon Islands

Skills and ability:

- Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.
- Ability to use and manage a range of computing software

SECTION G – KEY CAPABILITY AND QUALIFICATION

Key Capabilities:

- Leadership and strategic skills to lead and direct the Library team and library developments
- Communication skills to clearly give directions and listen to suggestions and feedback and clearly communicate with members of parliament and library users
- Management skills to be able to effectively manage the performance of staff duties
- Ability to coordinate team work
- Customer service oriented

Qualifications:

- Degree in Library and/or information management or Diploma in Library and/or information management with 5 or more years of experience in library management

SECTION H – TERMS AND CONDITIONS

Salary per fortnight: \$2,599.16 - \$2,941.85

Salary per annum: \$67,578.21 - \$76,488.05 per annum

Annual Leave: 42 days per annum

Other conditions of service as outlined in the Agreement of Service upon appointment

SECTION I – APPROVAL (BUSINESS USED ONLY)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.

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Clerk to National Parliament/Head of Agency

Date Approved

Additional Comments: