



THE NATIONAL LIBRARY OF WALES

Job Description and Personal Specification



SECTION 1: JOB DETAILS

Job Title: Welsh Public Libraries Project Manager

Directorate: Collections

Department: Published Collections

Section: Research Services

Grade: 4

Salary: £35,530-£40,132

Contract: Temporary [1 year with the possibility of extension for further year, subject to funding]

Reports to: Head of Published Collections

General purpose:

The role is funded through a grant from Welsh Government to provide support to Welsh Public Libraries to deliver all-Wales strategic developments for the sector, in line with wider Welsh Government priorities.

The post holder will be expected to focus on managing projects and workstreams which support Library sector development aligned with the Priorities for Culture.

The post holder will work closely with Welsh Government and with the Chair and members of the Society of Chief Librarians (SCL) in managing projects, identifying sources of funding and supporting grant applications.

The post holder will be employed by the National Library of Wales, but may work hybrid or remotely within Wales, in partnership with their local library service.

The post holder will have a full current driving licence and will own a car.

SECTION 2: THE DIRECTORATE

For information, the main responsibilities of the Directorate in which the post is based are:

- Unique Collections
- Published Collections
- Collection Care

Collecting

- ❑ assembling as complete a collection as possible, in all media, of published material relating to Wales (and to a lesser extent the other Celtic countries), including printed and electronic publications and sound and moving image material
- ❑ maintaining (mainly through legal deposit and purchase) the most comprehensive collection in Wales of printed material published in the United Kingdom and Ireland, and of research material from other countries
- ❑ developing collections of unpublished materials relating to or deriving from Wales, including archives and artistic works
- ❑ accessioning, processing, cataloguing and storing material acquired

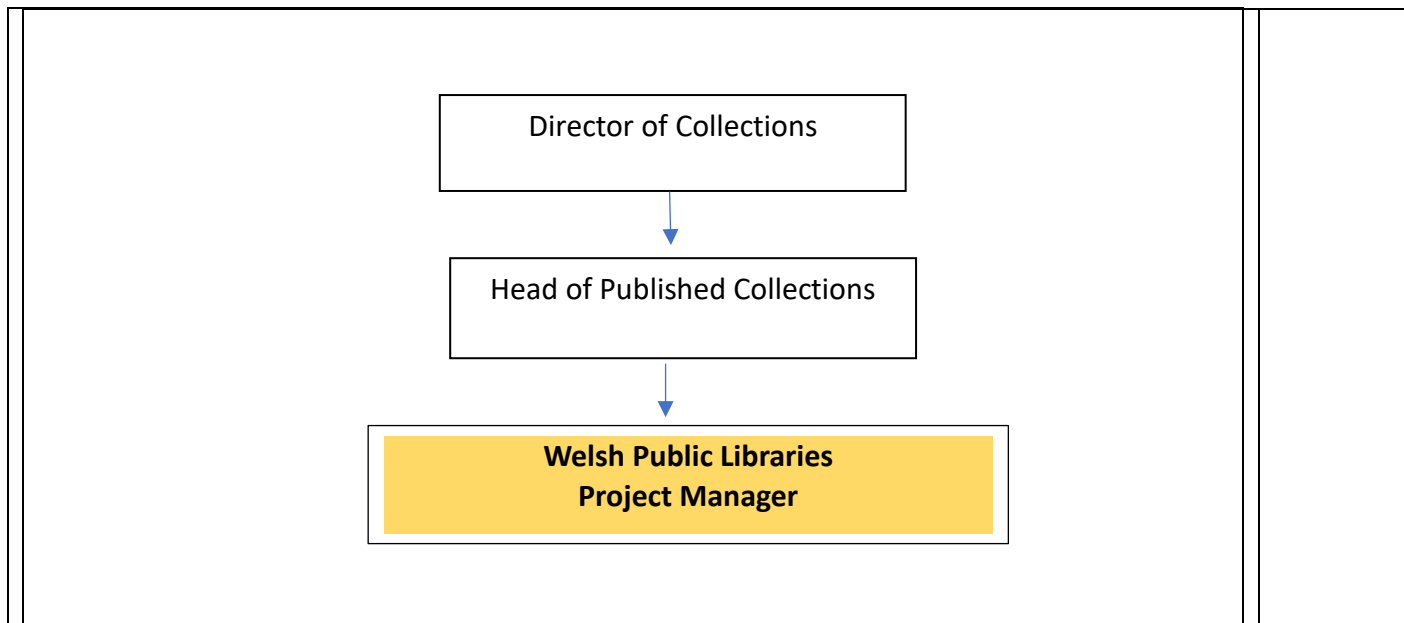
Preserving

- ❑ Ensuring environmental, storage and handling conditions favourable to the continued preservation of materials and which contribute to the Library's aim of being a leading organization in terms of environmental sustainability
- ❑ Intervening to conserve materials and thus to arrest deterioration or repair damage
- ❑ Transferring information, in some cases, to more suitable preservation formats
- ❑ Ensure continuing access to the digital collections

Giving access and information

- ❑ accessioning, processing and cataloguing the collections using an online computer system
- ❑ digitisation, including creating metadata and scanning, of items and entire collections and mounting them online

SECTION 3: ORGANISATIONAL CHART



SECTION 4 : KEY DUTIES

- **Sector Co-ordination:**
 - Assist in planning, scheduling, and monitoring meetings
 - Work with Welsh Government, Society of Chief Librarians and National Library Wales to support a cohesive library sector within Wales
- **Project Management:**
 - Lead on procurement of for national public library projects
 - Manage project funding and implementation
 - Maintain accurate project documentation and reports
- **Stakeholder Engagement:**
 - Liaise with local, regional and national library teams across Wales
 - Organize meetings, workshops, and consultations to gather input and share progress

- Liaise with partners and suppliers
- **Welsh Language and Cultural Integration:**
 - Ensure all communications and outputs comply with Welsh Language Standards.
 - Promote Welsh culture and literature through project activities.
- **Data and Reporting:**
 - Identify KPIs for projects.
 - Collect and analyse data to track project performance.
 - Prepare progress reports for stakeholders.
- **Risk and Issue Management:**
 - Identify potential risks and propose mitigation strategies.
 - Escalate issues promptly to relevant stakeholders.
- **Compliance and Quality Assurance:**
 - Ensure adherence to relevant policies, standards, and funding requirements.

This Job Description is provided to give post holders a broad outline of the activities involved in this role. The Library may require other duties to be undertaken which are not necessarily specified on the Job Description but which are commensurate with the scale of the post. The Job Description may be amended from time to time within the scope and level of responsibility relevant to this post.

SECTION 5: RESPONSIBILITY

Responsibility for people:

None directly

Responsibility for budget management:

- Manage SCL budgets in conjunction with SCL officers
- Create and maintain electronic records of income and expenditure
- Prepare Financial and budget reports for NLW, Welsh Government and other funders. Keep records to an auditable standard
- To keep signed records of grant applications for Welsh Government audit purposes

SECTION 6: RELATIONSHIPS WITH OTHERS

Internal	Nature of contact
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Finance Department	Budget claiming and payments
Engagement Department	Working on specific projects
IT	Technical support
External	Nature of contact
Welsh Government – Culture Department	Regular meetings
SCL	Regular meetings and close collaboration
Welsh Public Libraries	Regular contact and close collaboration
Outside companies	As required

SECTION 7: PROBLEM SOLVING

Solving problems related to the program, including setting priorities within the work plan and resolving any budgetary issues

SECTION 8: DECISION MAKING

The post holder will decide upon the appropriate response to issues raised, based upon knowledge and experience. These will include decisions relating to the organisation and administration of grants, training and other SCL projects and initiatives in consultation as necessary with SCL officers and with representation from Welsh Government. The post holder will need to be able to prioritise workloads and manage resources and projects/programmes effectively, with a focus on having the largest impact possible. The post holder will need to plan, prioritise, co-ordinate to deliver objectives

SECTION 9: PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge / Education / Skills	<ul style="list-style-type: none"> • Education to degree level or equivalent • Strong organisational and time-management skills • Ability to work independently and as part of a team • Knowledge of working collaboratively in the sector • Full drivers license • The ability to communicate orally and in writing in English 	<ul style="list-style-type: none"> • Understanding of procurement and contract management. • Knowledge of Welsh Public Library Standards and Priorities for Culture • Knowledge of the cultural and public library landscape in Wales.

	<p>and Welsh. We need skills in Welsh that correspond to the following levels within the ALTE framework: Listening/speaking = 5 Reading/comprehension = 5; Writing = 5)</p>	
Experience	<ul style="list-style-type: none"> • Experience of working in public libraries or relevant service • Experience in project coordination, budget management and administration 	Experience of grant applications

https://www.library.wales/fileadmin/docs_gwefan/new_structure/about_nlw/work_with_us/jobs/Fframwaith_ALTE_en.pdf