**Expression of Interest
Executive Officer**

1. **Scope**

Expressions of interest are invited for the supply of administrative services for the Queensland Public Libraries Association (QPLA) as per the attached specification.

1. **Process**

Please complete and return the Expression of Interest form via email to:

The Secretary Ph: (07) 3403 9504
Queensland Public Libraries Association Email: secretary@qpla.asn.au
Brisbane City Council Libraries Rebecca.Randle@Brisbane.qld.gov.au Brisbane Square, Level 8
266 George Street
Brisbane QLD 4000

Expression of Interest forms must be received by **Monday 5 February 2018.**

1. **Evaluation Process**

Expression of Interest applications will be evaluated using the following criteria:

Technical skills and knowledge

Relevant experience

Relevant timeframes for completion of work

Respondents are required to supply sufficient information to allow for QPLA to make a considered evaluation of the Expression of Interest. Applicants must provide a two page response to the criteria under the following areas – technical skills and knowledge, relevant experience, relevant timeframes for completion of work and fee schedule.

In addition to providing responses to the criteria please provide a resume that includes the name and contact details of two referees able to comment on your experience with similar work. Please include their name, address, telephone and email.

**About QPLA**

Queensland Public Libraries Association is the peak representative body for public libraries in Queensland. QPLA liaises with key stakeholders and decision makers on current issues; arranges training and networking opportunities for members; markets the role and value of public libraries and facilitates cooperative projects.

**Administrative Services Responsibilities include:**

**Core Skills**

* Provision of administrative support to the Board;
* Minuting of meetings;
* Preparation of correspondence as required;
* Preparation and distribution of regular communication to member libraries;
* Preparation of agendas in consultation with the Secretary;
* Support with the coordination and administration of events and activities; and
* Maintenance of Association records and register of members.

**Following skills highly regarded**

* Development of content and contribution of ideas for the creation and curation of digital content;
* Use of social media tools; and
* Maintenance of Association website.

**Please provide information in relation to the following criteria**

**Technical skills and knowledge:**

* High level oral and written communication skills relevant to the preparation of minutes, correspondence, spreadsheets, reports and other documents;
* Good working knowledge of WordPress and/or similar web platforms;
* Knowledge of the fundaments of records management and archival processes;
* Ability to work across multiple media platforms – social media;
* Ability to aquire knowledge of contemporary public library practice;
* High level planning and organisational skills with the ability to focus on detail and meet deadlines; and
* Ability to select and exercise an appropriate range of analytical, problem solving and investigative skills / techniques as required.

**Relevant Experience:**

* Recording of minutes of meetings and preparation of meeting agendas;
* Website development and maintenance;
* Use of a wide range of social media tools;
* Preparation of e-newsletters eg mailchimp;
* Experience in coordination and administration of conferences, events and activities.

**Relevant timeframes for completion of work**

**Please indicate timeframes for completion of items including:**

* Minutes following meetings;
* Updates to website and use of social media tools;
* preparation of e-newsletters;
* Rewriting and editing print and digital copy to improve readability;
* General correspondence as required; and
* Response time to QPLA committee members.