

BIRMINGHAM CITY COUNCIL

JOB DESCRIPTION

Job Title: **ICT & DIGITAL CONTENT COORDINATOR**

Directorate: Economy

Division: Library of Birmingham

Section: Library Resources

Grade: C

Job ref No:

JOB PURPOSE

Responsible for the co-ordination, administration, support and development of ICT, digital content creation, and ICT related projects for Library of Birmingham.

DUTIES & RESPONSIBILITIES

1. To lead on the investigation and production of improvement proposals on the use / expansion of ICT systems and new technology.
2. Liaising with key stakeholders, including system/procedural changes due to variations in national, corporate, legal and policy requirements.
3. Production of management reports (and other outputs as required) from the core ICT systems, liaising with staff, Library of Birmingham functions and specialist suppliers (e.g. Service Birmingham).
4. Coordination of business needs with ICT systems and processes – act as point of contact between Library of Birmingham and Service Birmingham / other BCC teams where required to ensure compliance with ICT strategy and procedures/policies.
5. To lead or participate in projects related to ICT
6. To coordinate the digital content functions of the Library of Birmingham including the maintenance of the LoB web site
7. To act as exceptional relief for the role of Duty Manager
8. To participate in frontline duties as required
9. To have an understanding of Equal Opportunities Policies and Procedures, together with all relevant Health and Safety regulations.

10. To maintain an appropriate level of knowledge and expertise to ensure effective performance in the post.
11. Any other duties commensurate with the grade of the post that may, from time to time be required.

RELATIONSHIPS

- (i) Accountable to: Facilities & Systems Manager
- (ii) Officers reporting to the post: Senior ICT & Digital Content Assistant

PHYSICAL CONDITIONS

- (i) Hours: 36.5 per week
- (ii) Workplace: Library of Birmingham

OTHER SPECIAL CONDITIONS

None

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

It is the intention of the City Council that the workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.

Library of Birmingham

PERSON SPECIFICATION

Job Title: ICT & Digital Content Coordinator **Grade:** C (Subject to JEQ)

Division: Library of Birmingham **Directorate:** Economy

Job No's: **Date:**

KNOWLEDGE AND EXPERIENCE - Diff	SKILLS AND ABILITIES - Core
<ol style="list-style-type: none"> 1. Previous responsibilities for leading improvement initiatives in ICT systems and associated technologies 2. Experience of implementing ICT initiatives and maintaining a range of ICT systems 3. Practical experience in partnership working to produce management reports from a variety of systems within specified timescales 4. Practical experience in creating content for web sites 5. Experience of working in a manner which reflects BCC's Equal Opportunities commitment 	<ol style="list-style-type: none"> 1. Demonstrates ownership and accountability for deliverables and commitments given to them 2. Demonstrates organisation skills – able to implement a plan to an agreed timescale working with both internal and external colleagues communicating requirements clearly 3. Ability to foster relationships with others which encourage collaborative working and knowledge sharing 4. Takes responsibility for developing own skill and knowledge to ensure optimum contribution to service area 5. Ability to operate flexibly understanding the requirement to change priorities according to the needs of the service.
TRAINING AND DEVELOPMENT	
<ol style="list-style-type: none"> 1. Shows evidence of Continuous Personal and Professional Development, demonstrating a positive approach to training. 	
EDUCATION AND QUALIFICATIONS	