*Secretariat of the Pacific Regional Environment Programme (SPREP)*

APPLICANT INFORMATION PACKAGE
**INFORMATION MANAGEMENT  OFFICER (IMO)**

# **CONTENTS**

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

# A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 70 staff and an annual budget of USD $14 million in 2012.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.,

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

**Mandate**

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

**Vision**

SPREP is guided by its **vision for the future:** "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

**Members**

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and five developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

**Divisions**

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

**Corporate Services**

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach.

# B. JOB DESCRIPTION

| | |
|---|---|
| **Job Title:** | Information Management Officer (IMO) |
| **Programme:** | Corporate Services |
| **Group / Team:** | Information Resources & Archives |
| **Responsible To:** | Information Resources Centre & Archives Manager |
| **Responsible For:** (Total number of staff) | N/A |
| **Job Purpose:** | This job exists to: <br> • Assist in the provision of quality library and information services for SPREP staff and stakeholders |
| **Date:** | November 2012 |

## Organisation Context
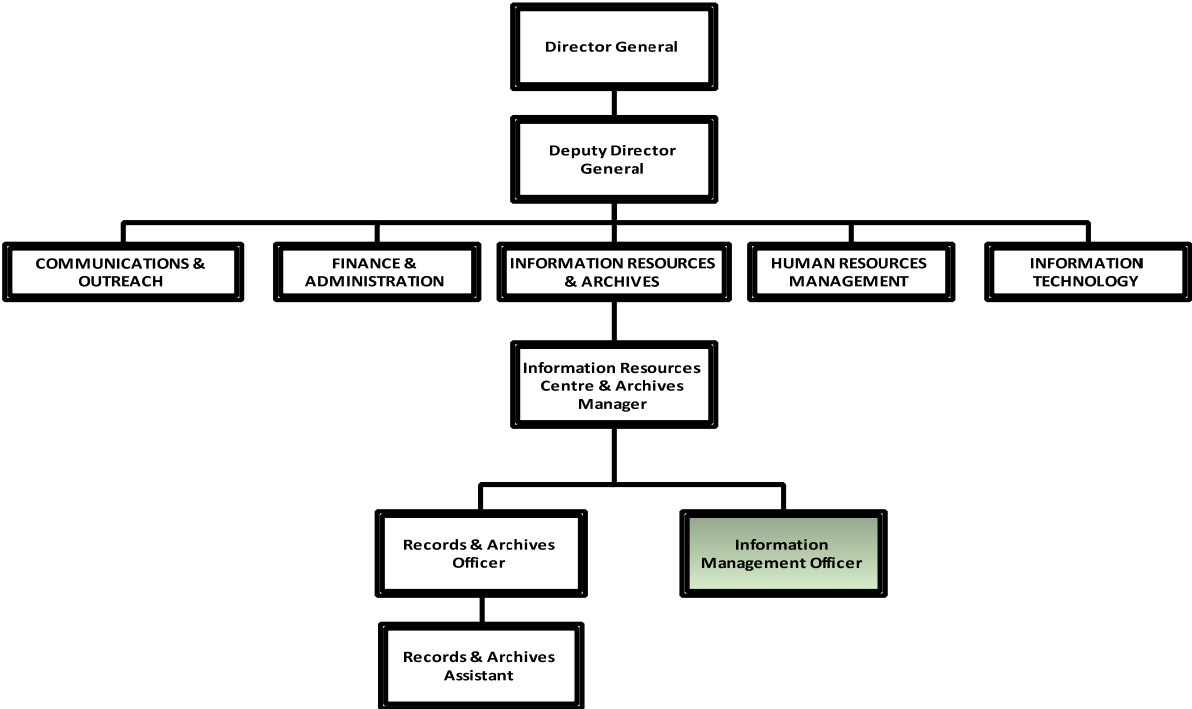
## Key Result Areas

The position of **Information Management Officer (IMO)** addresses the following Key Result Areas:

1. Collection access
2. Library network and Reference Services
3. SPREP publications and information dissemination
4. Cataloguing and archiving
5. Promotion and client education
6. Administrative support

*The requirements in the above Key Result Areas are broadly identified below.*

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| **1. Collection Access**<br>a) Maintain serial collection and subscriptions to E-journals<br>b) Enter bibliographic records using SPREP database (IRC as well as SPREP's member countries involved in the EU/SPREP PEIN Network)<br>c) Carry out bibliographic checks and searches<br>d) Assist in the establishment of Programmes library/resources databases for networking to the IRC database<br>e) Assist in disseminating relevant material to SPREP member countries and stakeholders | • Serials and e-journals collections are updated and shared with staff & stakeholders<br>• Country records are updated & integrated into the main SPREP database<br>• Accurate bibliographic records are entered and maintained on the SPREP database |
| **2. Library Network and Reference Services**<br>a) Process inter-library loan requests using all available information networks<br>b) Provide user services, including addressing inquiries and document delivery<br>c) Carry out internet searches and document downloading/procurement and delivery<br>d) Assist in maintaining the IRC's "Virtual Library" accessible via Internet | • Timely inter-library loans are maintained i.e. 1-2 days turnaround<br>• Clients, with the priorities being SPREP Members and staff, receive prompt and efficient service with minimal delays<br>• Information on the internet is accurate and up-to-date. |
| **3. SPREP Publications & Information dissemination**<br>a) Assist in uploading all SPREP e-publications on to the website<br>b) Process requests for, and disseminate SPREP publications<br>c) Complete assigned Cataloguing in Publication (CIP) data for official SPREP publications<br>d) Compile, layout and send regular bulletin "What's new" in the IRC | • All SPREP e-publications are available on website.<br>• SPREP publications (both print & CD) are sent to PEIN depository libraries twice a year<br>• Requests for SPREP publications are processed in a timely manner<br>• CIP data meet established international standards<br>• The latest bulletin of new items in the library |

| | |
|---|---|
| e) Maintain inventory for all SPREP publications | is circulated twice a month<br>• Latest publications are made visible in library, reception and management area |
| **4. Cataloguing and archiving;**<br>a) Acquire, classify and catalogue IRC and regional environment reports and documents (both print/electronic) using Library of Congress subject descriptors and the Dewey Decimal Classification system<br>b) Assist in the establishment and maintenance of SPREP Archival Repository (both physical and electronic collections) | • Items easily located on the catalogue, intranet, internet, or physically in the library<br>• Archive records are maintained, stored and easily retrievable |
| **5. Promotion and Client Education**<br>a) Instruct clients, with the p;riorities being SPREP Members and staff, in the use of all public access technologies and reference materials<br>b) Assist with planning attractive corporate and programme displays at meetings and workshops<br>c) Assist with library tours and staff induction<br>d) Contribute to the promotion and marketing of SPREP library services & products<br>e) Assist in raising SPREP profile on social media networks | • Clients become better able to use the library's resources<br>• Displays are attractive and changed at regular intervals<br>• SPREP staff are aware of library services and regularly use library facilities<br>• Divisions work with the library to improve SPREP promotional activities<br>• SPREP information is effectively communicated on social media networks |
| **6. Administrative Support**<br>a) Maintain statistics as required by the IRCAM<br>b) Manage purchase orders and request for payments<br>c) Administer the use of knowledge products for displays including pull-up banners, posters etc | • Accurate statistics are kept<br>• Library purchases are processed in a timely fashion with SPREP finance<br>• The day to day administrative operations of the library is maintained |

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and Director/Immediate Supervisor as part of the performance development process.

This section may be copied directly into the Performance Development forms.

## Work Complexity

**Most challenging duties typically undertaken:**

- Original/specialised cataloguing and indexing
- Sourcing material on the web/from publishers/from other libraries to meet patron requests
- Ensuring library policies and procedures are effective and meet user requirements
- Professional referencing and guidance

## Functional Relationships & Related Skills

| Key internal and/or external contacts | Nature of the contact most typical |
|---|---|
| **External**<br>• SPREP Member countries<br>• PICT Libraries and Information Centres<br>• General Public<br>• Schools and learning institutions<br>• Publishers / Suppliers | • Information provision & dissemination<br>• Library services<br>• Consultations<br>• Discussions<br>• Acquisitions of resources |
| **Internal**<br>• Executive Management<br>• IRCAM<br>• Programme staff<br>• Support staff<br>• Interns / Volunteers | • Discuss workplan and general work-related matters<br>• Information provision & dissemination<br>• Advice and support<br>• Reporting<br>• Assistance |

## Level of Delegation

**The position holder:**

- Has no delegation of authority

# Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has).  This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

## Qualifications

| Essential |
|---|
| 1. A Diploma in Library & Information Management  or relevant discipline (A Bachelor degree in a relevant discipline will be an advantage) |

## Knowledge / Experience

| Essential |
|---|
| 2. At least 5 years experience in library and information management work and operations |
| 3. Excellent knowledge and experience in maintenance of information databases on DBText Works library software and general Microsoft and computing skills |
| 4. Excellent organisational and public relations skills with demonstrated ability to meet work-plan deadlines with minimal supervision; |
| 5. Experience in assisting users with reference and research enquiries using the library and internet |
| 6. Excellent communication and interpersonal skills with a high command of spoken and written English with demonstrated ability to work well within a multi-disciplinary and multi-cultural environment |

## Key Skills / Attributes / Job Specific Competencies

*The following levels would typically be expected for the 100% fully effective level:*

| Expert level | • Library systems and operations<br>• Professional Cataloguing Skills<br>• Dewey Decimal Classification System<br>• Information provision & dissemination<br>• Communications<br>• Public relations |
|---|---|
| Advanced level | • Advisory and analytical skills |
| Working Knowledge | • Country libraries and information centres<br>• Reference Interviewing<br>• Information Technology<br>• Internet & Web 2.0 Skills |
| Awareness | • SPREP Strategic Plan<br>• SPREP Work Programmes<br>• Environmental issues in the Pacific islands region<br>• Emerging environmental issues and challenges<br>• Copyright issues in the Pacific |

**Key Behaviours**

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

## Change to job description

*From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

# C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station**: Apia, Samoa.

**Duration**:   Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Grade**:   Appointment will be at Band 7 of SPREP's authorised salary scale for locally recruited staff.

**Salary**: The salary range for this position is from SAT$31,428 to SAT$47,142 per annum.  **Starting salary will be based on the Secretariat's established remuneration guidelines.**

**Term**: Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews**:  Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

**Annual Leave**: 15 working days a year (up to a maximum accumulation of 50 days).  Annual leave entitlement progression based on annual leave schedule for locally recruited staff.

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave**: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel**: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Life and Personal Accident Insurance**: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

**Medical Benefits**: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director General, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation**: SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

**Overtime**:   Locally recruited staff at Band 7 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours.  A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

**Learning and Development**

Learning and development opportunities will be based on the approved SPREP performance development system and individual Performance Development Plans.

**Definitions**:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

**Equal Opportunities**: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General**: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applican

## 4. ADMINISTRATIVE INFORMATION

**ESSENTIAL**:  Applications should include:

1.   Completed Application Form – can be downloaded from the Employment Section of our website;
2.   A detailed Curriculum Vitae.


# *Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.*


**Submitting applications**:

a)   By email:  Subject matter to be clearly marked "**Application for Information Management Officer**" and send to recruitment@sprep.org  (*Most preferred option*) OR

b)   By post or fax:  Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Information Management Officer**"


All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org


**Closing date: <u>Friday ,4<sup>th</sup> January 2013</u>**:  Late applications will not be considered.


| SPREP is an Equal Opportunity Employer |
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