

Wider Community Engagement Officer
Role description



The role of the Wider Community Engagement Officer is to:

1. Engage with the wider RDA community and users to create a proactive plan and schedule for contributing to the development of RDA
2. Lead on the development of wider community engagement activities and work with RDA Board to coordinate efforts
3. Delivery outreach and engagement activities with the wider community both physically and virtually
4. Represent the interests of organisations outside of the agreed regional representative bodies and be the liaison for the submission of revision proposals and discussion papers
5. Prepare discussion documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC
6. Prepare Fast Track proposals for changes and respond to the Fast Track proposals from other members
7. Actively contribute to RSC discussions and provide feedback on discussion papers, proposals and Fast Track proposals
8. Attend RSC meetings and teleconferences
9. Contribute to the review and signing-off on approved derivatives of RDA content (excluding translations)
10. Consider other issues related to the development of RDA
11. Sponsor/present workshops, programs, etc., at meetings of library associations
12. Volunteer to represent the RSC at conferences

To be eligible to apply, the candidate must work for an institution that has implemented RDA and must have expert knowledge of RDA.