

National Back Exchange – Library, Research and Information Officer Job Description and Procedures

See also *Calendar of Events*

No.	Task	Timescale	Procedure
1.	Publications Library	Ongoing	<ul style="list-style-type: none"> • Compile and maintain a library of all NBE publications in hard copy and/or pdf format • Obtain relevant publications from other sources in similar formats following discussion with the National Executive Committee.
2.	Research Database	Ongoing	<ul style="list-style-type: none"> • Identify, establish and maintain a database of research publications relevant to manual handling.
3.	Research Awards Sub-Committee	Annually from January	<ul style="list-style-type: none"> • Chair the sub-committee • Establish criteria for awards in liaison with the National Executive Committee. • Set up the sub-committee to examine award applications in liaison with the National Executive Committee • Publicise awards to members in Column and on the website • Liaise with PRO re use of website for applications • Ensure effective communication within the sub-committee by e-mail, post or telephone, as appropriate • Compile a report document for examination by the National Executive Committee • Liaise with the Conference Co-ordinator regarding the awards ceremony at Conference
4.	Members Research Information Centre	Ongoing	<ul style="list-style-type: none"> • Provide information about relevant publications to NBE members, as requested • Monitor requests and feedback to the National Executive Committee, to ensure appropriate charges are levied for the supply of information • Provide copies of NBE publications to NBE members as requested • Ensure there are no abuse of copyright laws when supplying information

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5.	Publication of Relevant Research	Ongoing	<ul style="list-style-type: none"> • Liaise with the Column Editorial Committee regarding new publications relating to the aims of the NBE • Work with members, as appropriate, regarding the publication of relevant research
6.	Liaison with Other Bodies	Ongoing	Maintain links with professional, voluntary and other bodies (nationally & internationally) that may be publishing research relating to manual handling and the aims of the NBE
7.	Website	Ongoing	<ul style="list-style-type: none"> • Develop and manage the NBE Website on a day-to-day basis. • Liase with the website Editor for website development and content • Provide feedback to the Secretary two weeks prior to each Executive Committee meetings and ongoing where appropriate. • Work with members and the National Executive Committee, as appropriate, regarding the content of the website.
8.	Mailbox memos	Ongoing	<ul style="list-style-type: none"> • Act as “Gatekeeper” for Mailbox memos • Work with NBE Admin office to decide suitability of memos • Publish Memos on the NBE Website
8.	Executive Committee Meetings	Seven meetings per year	<ul style="list-style-type: none"> • Ensure attendance at Executive Committee meetings. If apologies are sent for two consecutive meetings, attendance at the next meeting is to be discussed with the Chairman. • Provide report to the Secretary two weeks before each of these meetings
10.	Annual Conference	Ongoing	<ul style="list-style-type: none"> • Attend NBE Conference and AGM • Be available for members queries • Work with the Executive Committee to ensure successful Conference
11.	Retain copies of all National Back Exchange Strategic & Operational Documents	Monthly	To forward copies of all correspondence to the Administration Office for safe keeping as “back up”

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12	Risk Management Strategy	Ongoing	To act in accordance with the Association's risk management policies and procedures and advise the trustees and members on risk issues in the post holder's area of responsibility
12	Professional Conduct	Ongoing	In accordance with the Nolan Principles of Public Life, declare any potential conflict of interest before the item is discussed at an Executive Committee meeting
13	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.