



## JOB DESCRIPTION

### Culture and Heritage Department

Function : Information Officer

Status : Staff

Activity level : 80%

#### Mission

- ▶ **Assists in making available and managing OSC collections and resources to better address the needs of researchers and target clients.**

*Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.*

*In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.*

#### Main responsibilities

- **Collaborates on services to the Section's clients: welcome, direction, loan operations, responses to research requests:**
  - Welcomes clients and steers them to the resources required for their requests.
  - Analyses and understand the clients's needs in order to propose relevant resources, information and tools.
  - Constantly ensures the availability and accessibility of the tools available to external researchers at the OSC.
  - Offers high quality and relevant responses and services for any information or loan request.
  - Carries out loan operations.
  - Writes responses to research requests from outside and inside the organisation.
- **Contributes to promoting and making available all the patrimonial collections and other OSC resources to OSC clients (on-site and remotely).**
  - Constantly develops the availability and accessibility of the tools offered to OSC external researchers.
  - Promotes the collections through good oral and written communication and an appealing and well-kept space.
- **Contributes to managing the Library collections:**
  - Manages the collection of patrimonial publications (IOC and OCOG publications, rare works collection).
  - Coordinates the Library's annual inventory.
  - Manages legal filings for IOC publications.
  - Produces a regular report on the collections (relevance, use, etc.) for the Section Manager.
  - Produces orders for new acquisitions in full collaboration with the Acquisitions Manager; follows and monitors supplier relations in liaison with the Finance Department.
- **Assists in cataloguing, equipment and indexing operations for collections and works:**
  - Describes and analyses new publications in the appropriate system.
  - Assists in filing and storing collections.
- **Replace the person responsible for acquisitions in the Research and Reference Section in case of absence.**



## **Education; language and IT competences**

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- University of applied sciences (HES) degree specialising in information and documentation or equivalent.
- Sound knowledge of the Olympic Movement and sport in general.
- Minimum of two to three years' experience in a library, service centre or position in a similar international environment.
- Bilingual French and English. Knowledge of other languages (German, Spanish) is highly appreciated.
- Excellent general culture, knowledge of the Olympic Movement is an asset.
- Good command of IT tools and software and document databases.
- Operational experience of various VIRTUA system modules.
- **Excellent command of the “corporate” tools and adherence to internal usage rules (Livelink, Outlook, etc.).**

## **Technical, organisational and personal competences**

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- Hospitable and good interpersonal skills.
- Autonomous.
- Ability to listen to and understand the needs of clients; open minded.
- Strong service orientation; desire to develop services on offer.
- Ability to communicate and share information effectively.
- Sense of organisation, time and priority management with ability to deal with the unexpected.
- Adaptability and flexibility.
- Sense of initiative, anticipation, source of proposals.
- Speed, precision and reliability in executing tasks.
- Ability to mobilise interlocutors of all levels.
- Ability to manage tight deadlines and stressful situations.
- Interest in sport, culture and Olympism in particular.

## **Behaviour and attitude**

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- **Respects the Olympic values and internal rules of conduct and all instructions and procedures in place (i.e. Information Security, Code of Ethics, etc.).**
- **Full collaboration and knowledge transfer.**
- Values and general attitude:
  - Enthusiastic and proactive.
  - Ability to interact attentively, effectively and professionally with all types of people; to create an atmosphere of trust; and to understand the needs and expectations of his/her interlocutors.
  - Knows how to contribute to a positive and dynamic working atmosphere.
  - Ability to participate in and generate a working atmosphere where respect and fair play are key values.