

Translations Team Liaison Officer
Role description



The role of the Translations Team Liaison Officer is to:

1. Chair meetings of the RSC Translations Working Group
2. Represent the interests of the RSC Translations Working Group on the RSC
3. Represent the interests of RDA translators on the RSC.
4. Prepare revision proposals and discussion papers on behalf of and in consultation with the RSC Translations Working Group where appropriate
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. Consult the RSC Translations Working Group on discussion papers and proposals that have been submitted to RSC and reflect the breadth of responses back to RSC
8. Actively contribute to RSC discussions and provide feedback on discussion papers, proposals and fast track proposals
9. Attend RSC meetings and teleconferences
10. Contribute to the review and signing-off on approved derivatives of RDA content (excluding translations)
11. Consider other issues related to the development of RDA
12. Sponsor/present workshops, programs, etc., at meetings of library associations
13. Volunteer to represent the RSC at conferences, to act as liaisons to other bodies, and to prepare discussion papers on request

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