

Person Specification

Post	Assistant Librarian (Operations and Library Systems)
Department	Library Service
Responsible to	Library Service Manager
Hours & Distribution	37 hours per week full year
Working closely with	Assistant Librarian (User Education and eLearning) Library Service team IT Services Careers team Learning Centre teams Other relevant colleagues

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the **desirable criteria may be used for shortlisting** purposes.

E = Essential

D = Desirable

	E	D	Method of Assessment
Skills & Abilities			
1. Be able to work as part of a team, with the ability to motivate and enthuse other team members	✓		Application/Interview
2. Be able to work with and without supervision, to use initiative and prioritise own workload, and meet tight deadlines	✓		Application/Interview
3. Able to demonstrate a positive approach to customer care	✓		Application/Interview
4. Able to develop and maintain effective working relationships at all levels	✓		Application/Interview
5. Excellent communication skills both oral and written	✓		Application/Interview
6. Excellent IT skills with a good technical proficiency	✓		Application/Interview
Experience & Qualifications			
1. Library or Information Management qualification at degree level or above	✓		Application
2. Previous successful experience of professional library and information work, preferably within the academic sector	✓		Application/Interview
3. A sound working knowledge of Library Information Management Systems (LIMS)	✓		Application/Interview
4. Experience of project management and/or tendering processes		✓	Application/Interview
5. Experience and ability to provide exceptional customer service	✓		Application/Interview
6. An awareness of trends in the Further Education sector		✓	Application/Interview

Personal Qualities			
1. An innovator, excited by the possibilities of new technologies	✓		Application/Interview
2. A willingness to learn new skills and undertake staff training and development as required	✓		Application/Interview
3. Flexible in approach to work and versatile in responding to changes	✓		Application/Interview