



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Open Research Library Assistant
Permanent**

**Department/Division: Digital Scholarship & Innovation/Library Services
Accountable to: Open Research Librarian**

Competency	Criteria	E/D
1. Knowledge and Experience	Educated to at least 'A' level (or equivalent) standard OR substantial experience in research, higher education, an academic library or other information service.	E
	Experience of working in a library or similar customer service environment.	D
	Good level of general IT skills, including experience of spreadsheet and using databases.	E
	Knowledge of open research including open access, open data and reproducibility	D
	Experience with a repository or CRIS system	D
	Experience of working in higher education	D
2. Communication	Ability to convey complex information in a clear and accurate manner, using terms appropriate to the audience.	E
	Excellent interpersonal skills, and the ability to communicate effectively with colleagues and researchers at all levels of seniority.	E
3. Teamwork and Motivation	Demonstrated ability to work effectively as part of a team and with other teams.	E
4. Service Delivery	Experience of handling enquiries and delivering a user-centred service.	E



	<p>Experience of developing new services, delivering training and writing concise guidance for users.</p>	D
	<p>Experience of processing outputs in repositories or CRIS systems.</p>	D
5. Initiative and Problem Solving	<p>Demonstrated ability to exercise initiative within own area of work and an awareness of when to involve colleagues.</p>	E
	<p>Demonstrated ability to apply problem-solving skills, investigating the causes of complex problems and selecting a course of action from available options.</p>	E
6. Liaison and Networking	<p>Ability to persuade others and build communities.</p>	D
	<p>Demonstrated ability to work effectively in cross-institutional projects or working groups</p>	D
7. Planning and Organisation	<p>The ability to organise and prioritise own workload.</p>	E
	<p>The ability to work flexibly and adjust plans according to the changing needs of the team.</p>	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.