



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: Digital Assets Manager

Department/Division: Library, Digital Scholarship & Innovation Group
Accountable to: Digital Library Manager

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and Experience | <ul style="list-style-type: none"> Educated to degree level or equivalent. | E |
| | <ul style="list-style-type: none"> High level of IT literacy and familiarity with software applications which manipulate and store digital objects. | E |
| | <ul style="list-style-type: none"> Experience of working with digital repositories, or digital asset management systems. | E |
| | <ul style="list-style-type: none"> Experience of working in a Library or similar environment, preferably in higher education. | D |
| | <ul style="list-style-type: none"> Experience of line management of staff. | D |
| | <ul style="list-style-type: none"> Experience of creating or processing metadata and understanding of metadata schemas and standards. | D |
| | <ul style="list-style-type: none"> Experience of managing and analysing large or complex digital objects such as video files or webpages. | D |
| Communication | <ul style="list-style-type: none"> Excellent written and oral communication skills, including a proven ability to prepare guides and training documentation. | E |
| | <ul style="list-style-type: none"> Ability to convey complex information in a clear and accurate manner, using terms appropriate to the audience. | E |
| | <ul style="list-style-type: none"> Excellent interpersonal skills, including a proven ability to communicate effectively with colleagues and service users at all levels. | E |
| Teamwork and Motivation | <ul style="list-style-type: none"> The ability to work effectively with others as part of a team. | E |
| | <ul style="list-style-type: none"> Demonstrated ability to work effectively in cross-institutional projects or working groups. | D |
| | <ul style="list-style-type: none"> The ability to train, supervise and motivate other team | D |



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| | <p>members as appropriate.</p> <ul style="list-style-type: none"> • Experience of line management responsibility for staff. | D |
| Service Delivery | <ul style="list-style-type: none"> • A customer-focused approach to service delivery. • Ability to continuously review and improve services to ensure stakeholders' needs are met. | E E |
| Initiative and Problem Solving | <ul style="list-style-type: none"> • The ability to exercise initiative within the scope of organisational policy and within own area of work. • The ability to apply problem-solving skills, investigating the causes of complex problems and selecting a course of action from available options. | E E |
| Liaison and Networking | <ul style="list-style-type: none"> • Proven ability to liaise with colleagues from across an organisation and representatives of external organisations to support the development of a service. | E |
| Planning and Organisation | <ul style="list-style-type: none"> • Ability to organise and prioritise own workload, and the workload of others. • Ability to attend to detail and work to a high standard of accuracy. • Evidence of planning enhancements to a service or area of work. • Experience of project management either as a member of a project team or as a project manager | E E E D |

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

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