



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 Library Assistant
Fixed-Term/Permanent:	Permanent, full time

Department/Division:	Library, Digital Scholarship & Innovation Group
Accountable to:	Associate Director, Digital Scholarship & Innovation
Reporting to:	Digital Assets Manager

Competency	Criteria	E/D
Knowledge and Experience	A good general standard of education (e.g. GCSE passes in Maths and English or equivalent).	E
	Good IT skills and experience of a range of software applications.	E
	Experience working with digital files and their metadata, eg publishing photos on social media or on websites, performing digitisation work, or scanning files to create PDFs.	E
	Experience of working in a cultural heritage, higher education or research environment.	D
	Experience of data entry and/or working with spreadsheets or databases.	D
Communication	The ability to communicate well with a wide range of people and to convey information clearly and appropriately.	E
Teamwork and Motivation	Experience of participating in and contributing to a team.	E
	The ability to remain motivated when engaged in repetitive or routine tasks.	E



	Flexibility and the ability to exercise initiative within the scope of Library policy.	E
Service Delivery	The ability to handle enquiries and requests for information promptly and effectively.	E
	The ability to maintain high standards in the management of both physical and digital collections.	D
Initiative and Problem Solving	Evidence of having used own initiative appropriately.	E
	Evidence of working with complex workflows across teams.	D
Planning and Organisation	Self-motivation and the ability to organise own workload.	E
	Evidence of the ability to attend to detail and work accurately.	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.

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