Person Specification

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

Job title: Collections Assistant

Department/Division: Collection Management / DSIG
Accountable to: Collections Digitisation Manager

Competency	Criteria	E/D
1. Knowledge and Experience	A good standard of numeracy and literacy, and the ability to assess data and information	E
	Knowledge of collection care issues including safe document handling	E
	Familiar with digitisation equipment and software	D
	Good IT skills across a range of applications	D
	Experience of working in a customer service environment.	D
	Experience of working in a library, cultural heritage, higher education or research environment.	D
2. Communication	Able to communicate well with a wide range of people and to convey information clearly and appropriately	E
	Excellent interpersonal skills	E
	Good written communication skills	E
3. Teamwork and Motivation	Self-motivation and the ability to deal with repetitive tasks	E
	The ability to actively and effectively contribute as part of a team	E
	The ability to remain calm under pressure and willingness to take personal responsibility for standard of work	E
	Flexibility in managing workloads and tasks.	E

4. Initiative and problem solving	Evidence of having used own initiative and judgement appropriately	E
	Evidence of problem-solving skills, for example investigating and following through to a solution	D
5 Service delivery	The ability to handle enquiries and requests for information promptly and effectively.	E
	The ability to ensure quality in the handling or processing of traditional or digital information resources or collections	D
	The ability to demonstrate a professional approach to Library users/customers and to deliver a consistent, effective service.	D
6. 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.