



## 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:** Library Assistant, Metadata

**Department/Division:** Library, Collection Services Group  
**Accountable to:** Assistant Librarian, Cataloguing and Metadata

Competency	Evidence	E/D
1. Knowledge and Experience	A good general standard of education, numerate and literate (e.g. GCSE passes in Maths and English or equivalent)	E
	Good IT skills and experience of using word processing and spreadsheet applications (Microsoft Word and Excel)	E
	Experience of working in a Library customer service environment	E
	Experience of cataloguing, or describing electronic resources, in a library or archive context, using an automated system	E
	Experience of working in Higher Education or a Research Library	D
	Experience of working with institutional or digital repositories	D
	Experience of working with research papers and digital objects	D
	Working knowledge of a European language other than in English	D
2. Communication	Able to communicate well with a wide range of people and to convey information clearly and appropriately	E



<b>3. Teamwork and Motivation</b>	Experience of participating and contributing to a team	E
	Evidence of the ability to remain calm under pressure	E
<b>4. Service Delivery</b>	The ability to demonstrate a professional approach to Library users/customers and to deliver a consistent, effective service	E
	Able to handle enquiries and requests for information promptly and effectively	E
<b>5. Initiative and Problem Solving</b>	Evidence of having used own initiative appropriately	E
	Problem-solving skills, for example investigating and following through to a solution	D
<b>6. Planning and Organisation</b>	Self-motivation and the ability to organise own workload	E
	Ability to work to a high standard of accuracy.	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.**

December 2017