



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: Project Cataloguer, Metadata

Department/Division: Library, Digital Scholarship and Innovation Group
Accountable to: Assistant Librarian, Metadata

Competency	Criteria	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 creating metadata to catalogue or describe print or electronic resources, in a library or archive context using an automated system.	E
	Reading knowledge of Spanish	D
2. Communication	Ability to communicate well with a wide range of people and to convey information clearly and appropriately	E
3. 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
4. Service Delivery	The ability to take a user focused approach to cataloguing	E
5. Initiative and Problem Solving	The ability to work independently and to seek guidance when appropriate.	E



6. Planning and Organisation	Self-motivation and the ability to organise own workload Evidence of the ability to attend to detail and work to a high standard of accuracy	E E
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E – Essential: Requirements without which the job could not be done.

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

November 2022