

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.

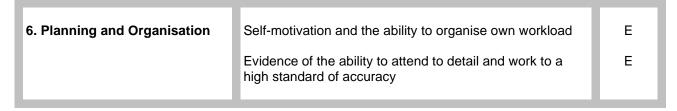
Job title: Project Cataloguer, Metadata

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





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