# 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:** Academic Liaison & Collection Development Manager

**Department/Division:** Academic Services Group/Library Services

**Accountable to:** Director of Library Services

**Reports to:** Head of Academic Services Group

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| **Competency** | **Criteria** | | E/D |
| **Knowledge and Experience** | | Education to degree level or equivalent.  Qualification in librarianship or information science  Experience of work in an academic library or information service environment.  Experience of liaison work with academic departments  Experience of building library collections, selecting materials and developing in-depth knowledge of research collections  Excellent level of general IT skills and experience of automated Library systems.  Experience of developing and delivering information skills training sessions.  Informed awareness of the information needs of social scientists | E  E  E  E  E  E  D  D |
| **Communication** | | Demonstrated ability to communicate effectively with a range of colleagues at all levels of seniority.  Proven ability to write formal reports, papers and/or briefings.  Ability to give presentations to groups of colleagues and/or to external groups | E  E  E |
| **Teamwork and Motivation** | | Proven ability to supervise staff effectively, to monitor performance and to motivate staff to achieve their full potential.  Demonstrated ability to work with others as part of a team | E  E |
| **Service Delivery** | | Experience of developing and managing a range of information services, preferably in a higher education or similar research environment.  Customer-focused approach to service delivery.  Evidence of using technology in innovative ways to extend and enhance information services for Library users. | E  E  D |
| **Initiative and Problem Solving** | | A proactive approach and the ability to think innovatively in problem-solving and developing service opportunities.  The ability to contribute creatively to the development of Library policy and procedures in own areas of work and in Library-wide matters. | E  E |
| **Liaison and Networking** | | Proven ability to build networks of colleagues, maintain relationships and establish new communication channels within and across institutions  Ability to liaise with academic staff and professional colleagues at all levels in order to promote and develop services. | E  E |
| **Planning and Organisation** | | Excellent time management and operations planning skills  Experience of supervising or managing a budget  Ability to work under pressure and on own initiative.  Experience of project management | E  E  E  D |

**E – Essential: requirements without which the job could not be done.**

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