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:	Digital Assets Manager
Department/Division: **Accountable to:**	Library, Digital Scholarship & Innovation Group Digital Library Manager

Competency	Criteria	E/D
1. Knowledge and Experience	Educated to at least degree level.	E
	High level of IT literacy and familiarity with software applications which manipulate and store digital objects.	E
	Experience of working in a Library or similar environment, preferably in higher education.	E
	Experience of working with a library management system, institutional repository, or digital library system.	E
	Experience of line management of staff.	D
	Experience of creating or processing metadata, and understanding of metadata schemas and standards.	D
	Experience of managing and analysing large or complex digital objects such as video files or webpages	D
2. Communication	The ability to convey complex information in a clear and accurate manner, using terms appropriate to the audience.	E
	Demonstrated ability to communicate effectively with a range of library users and colleagues at all levels.	E
3. Teamwork and Motivation	The ability to work effectively with others as part of a team.	E
	The ability to train, supervise and motivate other team members as appropriate.	D
4. Service Delivery	A customer-focused approach to service delivery	E

	The ability to handle enquiries and requests for information promptly and effectively	D
	The ability to continuously review and improve services to ensure stakeholders needs are met	E
5. Initiative and Problem Solving	The ability to exercise initiative within the scope of Library policy and within own area of work.	E
	The ability to apply problem-solving skills, investigating the causes of complex problems and selecting a course of action from available options.	E
6. Planning and Organisation	The ability to organise and prioritise own workload, and the workload of others.	E
	The ability to attend to detail and work to a high standard of accuracy.	E
	Experience of project management as a member of a project team or as a project manager	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.

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