



## 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:** Metadata Analyst

**Department/Division:** Library, Digital Scholarship & Innovation Group

**Accountable to:** Metadata Manager

Competency	Criteria	E/D
<b>1. Knowledge and Experience</b>	Educated to degree level or equivalent with relevant professional qualification or experience in library/information studies or data science.	E
	Excellent IT skills and experience of using a wide range of applications and formats. Aptitude for learning new technologies and software.	E
	Ability to transform and manipulate metadata using programming languages and supporting tools.	E
	Skills and experience in working with at least two of the following: Python, Jupyter Notebooks, OpenRefine, XML, JSON and RDF.	E
	Experience of working in a Higher Education or research library.	D
	Knowledge and experience in working with Institutional Repository platforms and research outputs metadata.	D
	Experience of creating or processing metadata, and understanding of metadata schemas and standards. (MARC knowledge would be advantageous).	D
	Knowledge of trends and technological developments in metadata for collections and research outputs.	D
<b>2. Communication</b>	The ability to communicate in a timely and effective manner with colleagues and Library users at all levels of seniority.	E
	Ability to explain complex concepts and technologies to both technical and non-technical audiences.	E



	Experience of documenting work processes through creating training materials and user guides.	D
<b>3. Teamwork and Motivation</b>	Ability to work effectively and flexibly as an active, participative and innovative team member.	E
	Ability to develop, train, encourage and motivate staff.	E
<b>4. Service Delivery</b>	Ability to take a customer-focused approach to high quality service delivery, including machine and human readable formats, reviewing and improving services to ensure stakeholder needs are met.	E
	Ability to handle enquiries and requests for information promptly and efficiently.	E
	Experience of providing computational access to data.	D
<b>5. Initiative and Problem Solving</b>	Ability to exercise initiative and creativity within the scope of Library policy and within own area of work.	E
	Ability to apply problem-solving skills to complex issues and to anticipate and prepare for the consequences of implementing new developments.	E
	Ability to collate and analyse data to draw out meaning.	D
<b>6. Liaison and Networking</b>	Ability to build positive working relationships with team members, and colleagues in other teams and the wider institution.	E
	Evidence of active participation in external professional networks and groups.	D
<b>7. Planning and Organisation</b>	Ability to organize and prioritise workloads, allocating resources as required to meet agreed priorities.	E
	Ability to attend to detail and work to a high standard of accuracy.	E
	Experience of managing a budget.	D
	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.**