



## 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:** Copyright and IPR Officer

**Department/Division:** Library, Digital Scholarship and Innovation Group  
**Accountable to:** Head of Digital Scholarship and Innovation Group

Competency	Criteria	E/D
<b>1. Knowledge and Experience</b>	Educated to degree level	E
	Detailed knowledge of copyright law	E
	Detailed knowledge of licensing and rights issues surrounding creation of and access to digital content	E
	Extensive IT skills involving the use of a wide range of applications	E
	Experience working in higher education	D
<b>2. Communication</b>	Professional, paraprofessional or postgraduate qualification in legal or information related work	D
	Excellent written and oral communication skills, including a proven ability to write formal reports, briefing papers or training documentation	E
	Excellent interpersonal skills, including a proven ability to communicate effectively with colleagues and service users at all levels	E
<b>3. Teamwork and Motivation</b>	Ability to convey complex information in a clear and accurate manner, using terms appropriate to the audience	E
	Demonstrated ability to work with others as part of a team	E
<b>4. Service Delivery</b>	Demonstrated ability to work effectively in cross-institutional projects or working groups	D
	Proven ability to handle enquiries and requests for information relating to copyright and IPR promptly and effectively	E
	Evidence of continuous review/improvement of service to ensure	E



	stakeholders needs are met  Proven ability to deliver effective training	D
<b>5. Analysis and Research</b>	Evidence of analysing complex legal requirements and making recommendations for compliance.	E
<b>6. Initiative and Problem Solving</b>	Proven ability to use initiative to develop an area of work or service	E
	Evidence of finding creative solutions to resolve issues or problems when an immediate solution is not apparent	E
<b>7. Decision Making</b>	Ability to make day to day decisions relating to copyright, IPR and licensing referring to legislation, licenses and policies.	E
<b>8. Liaison and Networking</b>	Ability to build networks of colleagues.	E
	Ability to liaise with external organisations.	D
<b>9. Planning and Organisation</b>	Proven ability to manage own workload and that of colleagues.	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.**