



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: Research Information Analyst and Open Access Officer

Department/Division: Academic Services Group/Library
Accountable to: Academic Services Group Manager
Reporting to: Research Support Services Manager

Competency	Evidence	E/D
1. Knowledge and Experience	Graduate with CILIP-recognised professional qualification in librarianship or information science	E
	Post qualification experience of working in a library or similar customer service environment, preferably in higher education	E
	Awareness of emerging trends in publishing, scholarly communication and information delivery, including open access policies, funder mandates and bibliometric.	E
	Extensive IT user skills involving the use of a wide range of applications.	E
	Proven ability to research an issue and develop a level of knowledge to help inform decisions on service development	D
	Knowledge of bibliometric modelling and analysis, including the use of a wide range of citation analysis tools	D
2. Service Delivery	Experience of managing and promoting at least one of the following areas of information services: digital repositories; research support; bibliometrics; enquiry/support services, user training/information skills provision	E



	Evidence of providing improvements and enhancements to current service delivery	E
3. Communication	<p>Demonstrated ability to communicate effectively with a range of library users, including academics, and colleagues at all levels of seniority</p> <p>Evidence of the ability to promote a service</p> <p>Evidence of the ability to write formal reports, papers and/or briefings</p> <p>Evidence of the ability to give presentations to groups of colleagues and/or users to explain or promote an initiative or service</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
4. Teamwork and Motivation	<p>Demonstrated ability to work with others as part of a team</p> <p>Demonstrated ability to work effectively in cross-institutional projects or working groups</p>	<p>E</p> <p>D</p>
5. Liaison and Networking	<p>Proven ability to work with academics, colleagues from other parts of the organisation and with representatives of external organisations such as publishers</p> <p>Demonstrated experience of an advocacy role, demanding negotiating and influencing skills for success</p>	<p>E</p> <p>D</p>
6. Planning and Organisation	<p>Demonstrated awareness of a range of planning techniques, for example personal time management, operational planning and project planning</p> <p>Experience of supervising or managing a budget</p> <p>Ability to generate reports from a financial platform or information management systems.</p>	<p>E</p> <p>D</p> <p>D</p>
7. Initiative and Problem Solving	Problem-solving skills, for example investigating and following through to a	E



	<p>solution, by liaising with appropriate contacts</p> <p>The ability to contribute to the development of Library policy and procedures in own areas of work and in Library-wide matters</p>	E
8. Decision Making	<p>Ability to provide expert advice on service developments to managers</p>	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.