



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: Assistant Librarian, Metadata

Department/Division: Library, Content and Discovery Group

Accountable to: Metadata Manager

Competency	Criteria	E/D
1. Knowledge and Experience	Educated to degree level with a professional qualification in library or information studies, or equivalent.	E
	Experience of working in a Higher Education or research library.	E
	Well-developed IT skills and experience of using a wide range of applications.	E
	Knowledge of a range of metadata standards and schemas (eg RDA, AACR2, DC, MARC21, LCSH, LCC, Dewey)	E
	Experience of cataloguing, or describing print and electronic resources using a range of systems and technologies for supporting discovery and metadata management.	E
	Knowledge of trends and technological developments in metadata for collections and research outputs.	D
2. Communication	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



3. Teamwork and Motivation	Ability to work effectively and flexibly as an active and participative team member.	E
	Ability to monitor staff performance and to develop and motivate staff.	E
	Experience of line management.	D
4. Service Delivery	Ability to take a customer-focused approach to high quality service delivery.	E
	Ability to handle enquiries and requests for information promptly and efficiently.	E
	Experience of working in a customer-facing role.	D
5. Initiative and Problem Solving	Ability to exercise initiative 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 usage and other data to support collection management decision-making.	D
6. Liaison and Networking	Ability to build positive working relationships with team members, colleagues in other Library teams and colleagues in the wider University.	E
	Evidence of active participation in external professional networks and groups.	D
7. Planning and Organisation	Ability to organize and prioritise own workload and the workloads of others, allocating resources as required to meet agreed priorities.	E
	The 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



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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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