



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 Data Librarian

Department/Division: Library Services, Digital Scholarship and Innovation Group
Accountable to: Research Support Manager

Competency	Criteria	E/D
1. Knowledge and Experience	Educated to degree level	E
	Experience working in a library or similar environment, preferably in higher education	E
	Extensive IT skills involving the use of a wide range of applications and highly competent using online scholarly materials such as data resources	E
	Understanding of social science information needs and uses, research practices, and scholarly communication developments	E
	Knowledge of best practices in relation to research data management and the collection and curation of research data	E
	Understanding of qualitative and quantitative research methods, including a knowledge of applied statistical techniques	D
2. Communication	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
	Experience of service promotion or project dissemination activities	D



3. Teamwork and Motivation	Demonstrated ability to work with others as part of a team Demonstrated ability to work effectively in cross-institutional projects or working groups	E E
4. Service Delivery	Experience of providing advice and handling enquiries in research data Experience of delivering training	E D
5. Initiative and Problem Solving	Proven ability to use initiative to develop an area of work or service Evidence of finding creative solutions to resolve issues or problems when an immediate solution is not apparent	E E
6. Liaison and Networking	Ability to build networks of colleagues and establish new communication channels within and across institutions	E
7. Planning and Organisation	Evidence of planning significant developments to a service or area of work	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.

May 2018