



Person Specification

This form lists the Essential (E) and Desirable (D) criteria needed to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements. Candidates that do not demonstrate they meet **all** Essential criteria will not be shortlisted for interview.

Job title:	Library Assistant (Acquisitions and Subscriptions)
Department/Division:	Library Services
Accountable to:	Assistant Librarian

Competency	Criteria	E/D
1. Knowledge and Experience	A good general standard of education, numerate and literate (e.g. GCSE passes in Maths and English or equivalent)	E
	Good IT skills, including experience of using spreadsheets and using effective bibliographic search strategies	E
	Experience of working in Higher Education or research Library	E
	Experience of working with acquisitions or subscriptions in a Higher Education or research Library	D
	Experience of working with Alma Library Management System.	D
2. Communication	Able to communicate well with a wide range of people and to convey information clearly and appropriately	E
3. Teamwork and Motivation	Experience of participating and contributing to a team	E
	Evidence of the ability to remain calm under pressure	E
4. Service Delivery	The ability to demonstrate a professional approach to Library users and to deliver a consistent, effective service	E



	Able to handle enquiries and requests for information promptly and effectively	E
5. Initiative and Problem Solving	Evidence of having used own initiative appropriately Problem-solving skills, for example investigating and following through to a solution	E D
6. Planning and Organisation	Self-motivation and the ability to organise own workload Ability to work to a high standard of accuracy.	E 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.

Aug 2022