

Royal Holloway
University of London

PERSON SPECIFICATION FORM

POST TITLE: Information Assistant (Acquisitions and Content Delivery)

POST REFERENCE: 0717-271

DEPARTMENT: Library

CRITERIA	ESSENTIAL/ DESIRABLE	TESTED BY (App Form, Interview etc.)
QUALIFICATIONS AND TRAINING		
Educated to 'GCE' A Level or equivalent qualifications/experience	E	Application Form
Relevant work experience in a Library or Information Service	E	Application Form/Interview
Qualification/working towards qualification in librarianship or information management	D	Application Form/Interview
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Experience of working in an academic library	D	Application Form/Interview
Experience of working in a library-based acquisitions, eresources, document delivery, or digital collections role	D	Application Form/Interview
Evidence of basic knowledge of copyright/licensing in the library context	D	Application Form/Interview
Good verbal and written communication skills	E	Application Form/Interview
Ability to deal quickly and accurately with numeric data and calculations	E	Application Form/Test
Evidence of experience with Excel at intermediate level	E	Test
High degree of confidence with standard IT applications and web-based systems	E	Application Form/Interview
Experience of using a Library Management System for information resource management	D	Application Form/Interview
PERSONAL AND INTERPERSONAL QUALITIES		
Ability to build and maintain effective collaborative working relationships with staff, students and external stakeholders	E	Interview
Excellent organisational, planning and problem solving skills to ensure activities are completed within required timescales	E	Application Form/Interview
Ability to identify, investigate and recommend solutions to issues	E	Application Form/Interview
Understanding of the importance of providing a high quality service to customers.	E	Application Form, Interview
Display a versatile, adaptable and enthusiastic attitude and use initiative in a busy, changing environment	E	Interview
Possess strong administrative skills with excellent attention to detail	E	App Form, Interview, Test
CAPACITY FOR CAREER DEVELOPMENT		
Commitment to participate in personal development	E	Interview
PHYSICAL REQUIREMENTS		
Capable of carrying out the duties associated with the post	E	Interview
CIRCUMSTANCES (e.g. unsocial hours etc.)		
Occasional late evening duty and weekend working required.	E	Interview