

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Information Consultant

Department: Library Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
A first degree in an academic discipline	x		Application Form
A post graduate degree or diploma in librarianship or information science	x		Application Form
Minimum of one year's experience in an academic library	x		Application Form
PG Cert in Higher Education or Equivalent		x	Application Form
Skills and/or Abilities			
Experience of reference and information work	x		Application Form / Interview
Experience of providing effective library support to students, academic staff and researchers	x		Application Form / Interview
Knowledge of information resources across a range of academic disciplines and their appropriate applications		x	Application Form / Interview
Experience in designing and delivering Information Skills teaching and materials to a variety of audiences		x	Application Form / Interview
Excellent IT skills	x		Application Form / Interview
Knowledge of web authoring tools		x	Application Form / Interview
Team working skills: having the ability to maintain good working relationships with colleagues and be able to work collaboratively to achieve joint goals	x		Interview
Excellent organisational, planning and problem solving skills to ensure activities are completed within required timescales	x		Interview
Excellent written and oral communication and presentation skills, applied in a variety of contexts including one-to-one, small groups, large groups, and committee meetings	x		Application Form / Interview
Ability to liaise effectively with academic and senior staff	x		Interview
Experience of effective staff supervision		x	Application Form
The confidence to acquire supervisory skills	x		Interview
Experience			
Ability to relate to staff, students, colleagues in a pleasant and confident manner	x		Application Form / Interview
Customer focussed	x		Application Form / Interview
Energetic and flexible approach with desire to succeed and achieve Royal Holloway goals	x		Application Form / Interview
Familiarity with developments in Higher Education		x	Application Form / Interview
Other requirements			
Commitment to own professional development	x		Interview
Membership of an appropriate professional body (e.g. CILIP or HEA)		x	Interview