

PERSON SPECIFICATION

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

Job Title: Senior Information Assistant (Metadata and Discovery) **Department:** Library Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Educated to A Level or equivalent	X		Application form
Relevant work experience in a Library or information service	X		Application form, Interview
Qualification in Librarianship or Information Science		X	Application form
Specific Skills, Experience and Knowledge			
Experience of cataloguing, or describing print and electronic resources, in a library or archive context, using an automated system.	X		Application form, Interview
Knowledge and practical application of the following metadata standards and schemas RDA, AACR2, MARC21, LCSH, and a classification scheme, (eg. Dewey, LCC)	X		Application form, Test, Interview
Experience of working with reading list software (e.g. Aspire, Leganto, Keylinks)		X	Application form, Interview
Ability to plan and implement small projects, including the ability to supervise a small team.		X	Application form, Interview
Ability to problem solve, investigating the causes of complex problems and selecting a course of action from available options.	X		Interview
High degree of confidence with standard IT applications and web-based systems.	X		Application form
Good verbal and written communication skills.	X		Interview
Personal and Interpersonal Qualities			
Ability to maintain good working relationships with colleagues and external partners and work collaboratively to achieve joint goals.	X		Interview
Ability to prioritize and manage your time effectively, showing a flexible attitude.	X		Application form, Interview
Possess excellent accuracy and attention to detail	X		Test
Capacity for Career Development			
A commitment to own personal professional development	X		Interview
Membership of a relevant professional body		X	Application form
Circumstances			
Occasional late evening and weekend working required	X		Interview