



## PERSON SPECIFICATION

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

**Job Title:** Head of Acquisitions and Content Delivery

**Department:** Library, Learning Support and Culture

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
A postgraduate degree or diploma in librarianship or information science and/or equivalent relevant experience	X		Application Form
A comprehensive knowledge of the current scholarly communications landscape and the implications for library acquisitions, document supply and metadata services in a higher education context.	X		Application Form/ Interview
A comprehensive knowledge of the relevant legislative context for financial management and procurement.	X		Application Form/ Interview
Chartered or corporate membership of an appropriate professional body (eg CILIP)		X	Application Form
A leadership or management qualification		X	Application Form
<b>Skills and/or Abilities</b>			
Proven team leadership skills – the ability to lead by example and establish high goals and standards	X		Application Form/ Interview
The ability to maintain positive and collaborative relationships with colleagues to achieve joint goals	X		Application Form/ Interview
The ability to compile and utilise financial information effectively in order to make value-for-money decisions	X		Application Form/ Interview
Excellent organisation, planning and problem-solving skills to ensure activities are completed within required budgets and timescales.	X		Application Form/ Interview
Excellent verbal and written communication skills, with an ability to tailor information for different audiences, and to inform and gain support for new initiatives.	X		Application Form/ Interview
Excellent information technology skills, including for data/financial analysis and presentation.	X		Application Form/ Interview
The ability to maintain good working relationships with colleagues and be able to work collaboratively with them to achieve joint goals.	X		Application Form/ Interview
<b>Experience</b>			
Experience of line management or staff supervision. Ability to set clear objectives, motivate and manage performance, and develop staff.	X		Application Form/ Interview
Experience of planning and managing a library resources budget.	X		Application Form/ Interview
Experience of service development	X		Application Form/ Interview
Experience of negotiation in a professional or commercial context	X		Application Form/ Interview
Experience of project management involving cross-functional teams		X	Application Form/ Interview
Experience of working to metadata and/or classification standards (eg AACR2/RDA, MARC21, DDC23, LCSH/FAST, DCRM/ISAD).		X	Application Form/ Interview
Experience of delivering inter-library loan services		X	Application Form/ Interview