



PERSON SPECIFICATION

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

Job Title: Journals and Databases Coordinator

Department: Library

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Postgraduate qualification in librarianship, information science or information management and/or relevant work experience at an appropriate level in a library or information service.		X	Application Form
Personal and Interpersonal Qualities			
Excellent verbal and written communication skills, both with colleagues at all levels and with external suppliers	X		Interview
Ability to maintain good working relationships with colleagues and external partners and work collaboratively to achieve joint goals.	X		Application Form, Interview
Ability to use own initiative and prioritize and manage your time effectively, showing a flexible attitude.	X		Interview, Test
Possess excellent accuracy and attention to detail	X		Test
Excellent organisational, planning and problem solving skills to ensure activities are completed within required timescales	X		Application Form, Interview
Specific Skills, Experience and Knowledge			
High degree of ability with standard IT applications and web-based systems, and the capacity to learn new systems quickly	X		Application Form, Interview
Excellent administrative and numeracy skills and the ability to keep accurate financial records	X		Application Form, Test
Ability to collect and analyse management information and data in support of library planning and strategy development.	X		Application Form
Ability to negotiate with suppliers and analyse offers and proposed agreements to ensure the library receives the best value for money	X		Interview
Experience of working in an acquisitions role in a library or information service with a general understanding of acquisitions and pricing models for print and digital resources, and processes for ordering, receipt and invoicing.		X	Application Form, Interview
Experience of digital resources management using library systems (e.g. LMS, link resolver, authentication systems, discovery systems) to ensure continued access to and discoverability of library content		X	Application Form
Experience of line management or staff supervision. Ability to develop the skills and competencies of staff through training and development activities		X	Application Form, Interview
Awareness of emerging trends in higher education libraries, publishing, scholarly communication, and information delivery		X	Interview
Capacity for Career Development			
A commitment to own personal professional development	X		Interview