

Outline person specification for Assistant Librarian

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:		
<ul style="list-style-type: none"> GCSE/Further education 		✓
Skills/competencies:		
<ul style="list-style-type: none"> Inter-personal skills such as required for working with the public and colleagues in person and by telephone 	✓	
<ul style="list-style-type: none"> Ability to use email, social media and Microsoft Office 	✓	
<ul style="list-style-type: none"> Ability to search the Internet and online catalogues 	✓	
<ul style="list-style-type: none"> Ability to contribute to preparing promotional materials 	✓	
Knowledge:		
<ul style="list-style-type: none"> Appreciation of "heritage" 	✓	
<ul style="list-style-type: none"> Librarianship 		✓
<ul style="list-style-type: none"> Book and document conservation 		✓
Previous/required experience:		
<ul style="list-style-type: none"> Handling books 		✓
<ul style="list-style-type: none"> Working with the public 	✓	
Special attributes:		
<ul style="list-style-type: none"> Understanding needs of academic researchers 		✓
<ul style="list-style-type: none"> Ability to undertake physical aspects of the job and work in unusual work surroundings 	✓	
Personal qualities:		
<ul style="list-style-type: none"> Well-developed interpersonal skills 	✓	
<ul style="list-style-type: none"> Ability to give attention to detail 	✓	
<ul style="list-style-type: none"> Ability to work occasional flexible hours 	✓	