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**Person Specification**

**Library Advisor**

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|  | **Essential** | **Desirable** |
| **Qualifications/Experience** |  |  |
| * Level 5 qualification or above (e.g. HND or equivalent) | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent) | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent) | **\*** |  |
| * IT literate equivalent to Level 3, including experience of using MS Office applications and MS Teams | **\*** |  |
| * Experience of academic research using printed and online information sources | **\*** |  |
| * Knowledge and understanding of information and digital literacy competencies | **\*** |  |
| * First Aid certificate (training provided) \* | **\*** |  |
| * Fire Marshal qualification (training provided) \* | **\*** |  |
| * Experience of workshop/training delivery | **\*** |  |
| * Experience of working in a library or teaching setting | **\*** |  |
| **Circumstances** |  |  |
| * Able to work flexibly, including evenings and weekends where required | **\*** |  |
| * Able to travel as needed to fulfil the requirements of the post | **\*** |  |
| **Personal Skills** |  |  |
| * Organised and methodical | **\*** |  |
| * Able to exercise sound judgement | **\*** |  |
| * Good administrative skills | **\*** |  |
| * Able to work independently | **\*** |  |
| * Able to solve problems | **\*** |  |
| * Able to deal with conflict | **\*** |  |
| * Organised and methodical | **\*** |  |
| **Interpersonal Skills** |  |  |
| * Excellent communication skills – written and oral | **\*** |  |
| * Able to work as part of a team | **\*** |  |
| * Empathetic to students’ needs | **\*** |  |
| * Able to motivate others | **\*** |  |
| * Able to respect confidentiality | **\*** |  |
|  |  |  |
| **Personal Attributes** |  |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to continuing professional development | **\*** |  |
| * Professional | **\*** |  |
| * Enthusiastic | **\*** |  |
| * Reliable | **\*** |  |
| * Adaptable | **\*** |  |
| * Shows initiative | **\*** |  |

\*Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months