

**Person Specification**

**Library Advisor**

|  |  |  |
| --- | --- | --- |
|  | **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
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| **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