

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 4 education		Essential
Professional qualification in Librarianship	Library Management or Information Science	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Management of Resources	Budget control and allocating resources Procurement and contract management	Essential
Management Staff	Managing a team including recruitment, training and performance management	Desirable
Technical	Knowledge of library IT systems such as library management systems, online resources and e-lending services	Desirable
<b>Skills</b>		
Administrative Skills	Good use of Office based skills to record and maintain performance data and manage budgets.	Essential
Problem Solving	Ability to work as part of a team to proactively manage suppliers in meeting service needs.	Essential
Communication	Experience of delivering training and sharing best practice across large teams of people with varying skill levels.	Desirable
Organisational	Experience of creating and managing workflows across multiple sites.	Desirable
<b>Experience</b>		
Public Library Experience	Experience of working with of for a public library service and an understanding of the ethos.	Desirable
Stock & Distribution	Purchasing of stock for use in a library service, using profile mapping or similar.	Desirable
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

**Disclosure level**

What disclosure level is required for this post?	None	Standard X
	Enhanced	Enhanced with barred list checks

**Work type**

What work type does this role fit into? (Tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible X	Field	Home
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