| **Post: Librarian**  |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialLevel 3 qualificationsDesirableA degree or post graduate qualification in Librarianship/Information ManagementChartered Member of the Institute of Library and Information Professionals or working towards the qualification  | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding of:* Library Management Systems

Experience:* Successful experience of management within a library or learning resource centre
* Experience of managing a library or learning resources staff team
* Successful experience of meeting the needs of learners from a wide range of backgrounds
* A track record of using Information Learning Technology in the learning process
* IT systems, including Word and Excel.
* Ability to budget and manage resources.

Desirable * Management Information Systems e.g. SIMS
 | Application and Interview |
| **Professional Abilities:** | All EssentialAbility to think strategicallyAbility to manage teamsAbility to communicate effectively to a variety of audiencesAbility to persuade and influenceAbility to communicate complex ideas simply to a wide range of audiencesAbility to manage effectivelyAbility to plan effectivelyAbility to evaluateAbility to provide comprehensive reportsAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionClear view of what high standards and performance look likeFlexibilityResilienceEmbracing of accountabilityCommitment to making a difference | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.