| **Post: Librarian** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Level 3 qualifications  Desirable  A degree or post graduate qualification in Librarianship/Information Management  Chartered Member of the Institute of Library and Information Professionals or working towards the qualification | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding 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 Essential  Ability to think strategically  Ability to manage teams  Ability to communicate effectively to a variety of audiences  Ability to persuade and influence  Ability to communicate complex ideas simply to a wide range of audiences  Ability to manage effectively  Ability to plan effectively  Ability to evaluate  Ability to provide comprehensive reports  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Clear view of what high standards and performance look like  Flexibility  Resilience  Embracing of accountability  Commitment 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.