# **PERSON SPECIFICATION: PRINCIPAL LIBRARIAN ` POST REFERENCE: 107383**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Degree or equivalent recognised qualification in library/information work. (F) | Management qualification (F)  Chartered Librarian status (F) |
| * **Work or other relevant experience** | Senior management experience in the public library sector including staff and resource management. (F/I)  Experience of financial management. (F)  Experience of working at a senior level to implement strategies/policies for service development. (F)  Experience of working with a broad range of organisations or service providers. (F/I)  Excellent communication skills ( written, verbal, ICT and interpersonal) (F/I/T) | Experience of multi-disciplinary work (F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Ability to work as a member of the senior management team in developing operational policies and activities (F/I)  Able to demonstrate understanding of role of ICT in a public library context. (F/I)  Knowledge of the technical and professional standards and processes used in libraries (F/I)  Knowledge of national and local agendas and priorities and ability organise services to deliver them. (F/I)  Able to use a range of IT packages including, word, excel, outlook, library management systems. (F)  Knowledge of legislation and policies relevant to Library services, e.g. GDPR, Safeguarding, and Licencing. (F) |  | |
| * + **General competencies** | Able to demonstrate leadership/team working skills. (F/I)  Able to work effectively in a busy environment and with changing priorities. (F/I)  Able to travel across the Borough to different libraries and Community buildings. (F/I)  Able to work flexibly to meet the needs of the service. (F/I)  A passion for books, reading and working with people (I) | Full, clean and current driving license (F) | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.