

## Person Specification

### Library and Information Officer, Business & IP Centre, Newcastle



#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Graduate qualification in Library and Information Studies or equivalent experience in a library or business support setting
- Effective interpersonal and communication skills with evidence of effective presentation and report writing.
- Ability to work effectively and creatively in a corporate environment
- Ability to develop and implement policy in a Library /Business Support context
- Commitment to high quality customer service and innovative service development
- Leadership and team working skills with the ability to manage, motivate, support and develop staff
- Ability to manage own workload with limited supervision, using initiative where needed to meet service delivery requirements
- Excellent organisational skills with the ability to manage change, work flexibly and meet deadlines
- Good ICT skills and use of Microsoft applications

#### Desirable

- Project management experience
- Experience of delivering one-to-one or group support/guidance
- Recruitment and interviewing experience
- Driving licence and access to a vehicle

#### Part B

The following criteria will be further explored at the interview stage:

- Effective oral and written communication skills
- Awareness of the role of the public library service in business support
- Awareness of key issues and current initiatives impacting on public libraries and/or business support
- Ability to deal with conflicting demands

- Commitment to equal opportunities and anti-discrimination practices

**Additional Requirements**

- Able to work flexible hours
- Able to work anywhere within Newcastle or region given reasonable notice
- Prepared to take part in promotional activities