

## **Person Specification**



### **Library and Information Officer**

#### **Part A**

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

#### **Essential**

- Experience of working in libraries or a Library and Information Studies qualification
- Ability to work effectively and creatively in a corporate environment
- Commitment to high quality customer service and service development
- Ability to motivate, support and develop staff
- Good ICT skills
- Leadership and team working skills with ability to manage own workload
- Ability to manage change, work flexibly and meet deadlines
- Ability to take responsibility and use initiative

#### **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 libraries in meeting community needs
- Awareness of key issues and current initiatives impacting on public libraries
- Enthusiastic about and able to demonstrate knowledge of, books and reading
- Commitment to equal opportunities
- Good interpersonal skills

#### **Additional Requirements**

- Able to work flexible hours
- Able to work anywhere within Newcastle given reasonable notice
- Prepared to take part in promotional activities
- Physically able to work with the storage, retrieval and display of library materials