Library and Enterprise Outreach Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Effective interpersonal and communication skills with evidence of effective presentation and report writing.
2. Experience in a Library or Enterprise Support setting.
3. Ability to develop and implement policy in a Library/Enterprise Support context.
4. Commitment to high quality customer service and innovative service development
5. Ability to manage own workload with limited supervision, using initiative where needed to meet service delivery requirements.
6. Excellent organisational skills with the ability to manage change, work flexibly and meet deadlines.
7. Excellent ICT skills and use of Microsoft applications
8. Commitment to equal opportunities and anti-discrimination practises

Desirable

1. Project management experience
2. Experience of delivering one-to-one or group support/guidance

3. Awareness of the role of public libraries in providing business and enterprise support.
4. An understanding of intellectual property and how it is applied in a business support context.
5. Awareness of key issues and current initiatives impacting public libraries and/or enterprise support.

Additional Requirements

1. Able to work anywhere within region given reasonable notice.
2. Able to work flexible hours, including evenings and weekends on occasion.
3. Prepared to take part in promotional activities.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?