**PERSON SPECIFICATION**

**Head of Library Academic Engagement**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/**  **Desirable** | **Application Form / Supporting Statement / Interview** |
| Relevant experience in a higher education environment | E | Application form |
| Educated to degree level or with substantial relevant experience in a library or similar environment | E | Application form |
| Good understanding of how to lead and successfully manage a team of staff and enable them to succeed, preferably with experience of managing or supervising e.g. a team, individuals or project group. | E | Supporting Statement / Interview |
| Substantial experience of planning, managing and delivering relevant academic related services with the ability to initiate and manage change | E | Supporting Statement / Interview |
| Demonstrate a sound understanding of Information and Digital Literacy theory and practice | E | Supporting Statement / Interview |
| Knowledge and understanding of relevant trends and initiatives in libraries including the use of technology to support the delivery of learning and support services | E | Supporting Statement / Interview |
| Excellent understanding of learning, teaching and research issues within universities and the impact on the delivery of library services | E | Supporting Statement / Interview |
| Demonstrate a commitment to and experience of engaging with customer feedback, continuously improving services and demonstrating their impact | E | Supporting Statement / Interview |
| Ability to actively identify opportunities for cross-team or cross-organisation collaboration, to work effectively with partners and share good practice and successes | E | Supporting Statement / Interview |
| Ability to think strategically and contribute to planning and policy making at a senior level | E | Supporting Statement / Interview |
| Evidence of excellent communication and advocacy skills including verbal / written ability in delivering high profile reports / presentations at all levels | E | Supporting Statement / Interview |
| Ability to manage time and resources effectively and responsibly | E | Supporting Statement / Interview |
| Be visible, accessible and approachable with a commitment to collaborate and build relationships effectively and proactively with a wide range of people both internal and external to the institution | E | Supporting Statement / Interview |
| Display a committed and pro-active approach to own and others’ continuing professional development including enthusiasm for external engagement and sharing experiences with the wider information community e.g. via social media, conferences, published articles, research projects, etc. | E | Supporting Statement / Interview |
| Postgraduate qualification in Librarianship or similar area | D | Application form |
| Active membership of a relevant professional organisation | D | Application form / supporting statement |
| Teaching qualification or HEA Fellowship or similar | D | Application form |

* Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* Interview – assessed during the interview process by either competency based interview questions, tests, work-related exercise, presentation or teaching session etc.