

PERSON SPECIFICATION

Job Title/Grade	Senior Library & Information Assistant: Health Resources	F
Directorate / Service Area	The Environment, Culture, Leisure and Events	Libraries and Information
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>4 GCSEs, grades A to C, including Maths and English</p> <p>EDCL or equivalent IT qualification</p>		Application
Experience	<p>Previous library experience</p> <p>IT applications, including Word, Excel, Access, Powerpoint, Outlook, Internet</p> <p>Knowledge of key public health priorities</p> <p>Knowledge of national and local health issues and initiatives</p>	<p>Experience of working in a health environment</p> <p>Stock selection</p> <p>Budget monitoring</p> <p>Knowledge of electronic processes</p> <p>Knowledge of electronic resources e.g. library management system</p>	Application / Interview

		<p>Knowledge of health information resources</p> <p>Awareness of Health and Safety issues</p>	
Skills	<p>Ability to effectively and appropriately communicate with a wide range of individuals</p> <p>Use initiative to work independently and prioritise a busy workload</p> <p>Excellent organisational skills</p> <p>Marketing and promotion skills</p>	Presentation skills	Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		
Other requirements	<p>Excellent interpersonal skills</p> <p>Flexible and adaptable</p> <p>Ability to relate to a diverse range of people</p> <p>Outgoing/friendly manner</p> <p>Non judgemental</p> <p>Methodical</p> <p>Ability to accept responsibility</p>		Application / Interview