



Person Specification

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St. Helens Council

Job Title: Team Librarian (North)

Ref No:

Knowledge	E = Essential D = Desirable	Identified By
Knowledge of library and information services	E	AF/I
Awareness of national issues facing public libraries	D	AF/I
Knowledge of stock management	D	AF/I
Skills and Abilities	E = Essential D = Desirable	Identified By
Ability to communicate effectively with customers, staff and other colleagues	E	AF/I
Ability to work effectively with a range of internal and external partners	E	AF/I
High levels of confidence and ability in the use of ICT	E	AF/I
Ability to lead teams: target setting, managing, coaching, and motivating teams.	E	AF/I
Ability to work within budget, following financial regulations	E	AF/I
Experience	E = Essential D = Desirable	Identified By
Experience of managing a library or group of libraries	E	AF/I
Experience of managing or supervising staff	E	AF/I
Experience of managing budgets	D	AF/I
Experience of working in partnership with internal colleagues and/or external organisations	E	AF/I
Qualifications	E = Essential D = Desirable	Identified By
Level 3 qualification (e.g. NVQ, GCSE, A level, or equivalent) or to be able to demonstrate relevant work experience.	E	AF/CQ
NVQ Level 4 or any Level 4 qualification	D	AF/CQ
Professional library, management or ICT qualification	D	AF/CQ



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Other Circumstances	E = Essential D = Desirable	Identified By
Candidates may be required to: Work at various library service points across the borough	E	I
Work some evenings and weekends on a rota basis	E	I
Candidates will be required to: Commit to ongoing training/self-development	E	I
Be committed to equality of service and high standards of customer care.	E	I
Be aware of Manual Handling issues, and engage in lifting of boxes and other heavy items.	E	I

AF – Application Form

I – Interview

CQ – Certificate of Qualification