

PERSON SPECIFICATION

POST: Outreach Services Librarian

DEPARTMENT: Corporate Education Directorate

	Factor	ESSENTIAL /DESIRABLE	How Measured
Education/ Qualifications	Qualification in LIS: degree and/or MCILIP	Essential	Application form
	Training in critical appraisal and 'Finding the Evidence' skills	Essential	Application form
	Teaching or adult education qualification	Desirable	Application form
	ECDL or other ICT qualification or equivalent experience	Desirable	Application form
Skills	<ul style="list-style-type: none"> At least three years' experience of working in a health library environment 	Essential	Application form
	<ul style="list-style-type: none"> Experience of delivering training / teaching to individuals and groups 	Essential	Application form/ Interview
	<ul style="list-style-type: none"> Advanced literature searching skills 	Essential	Application form/ Interview
	<ul style="list-style-type: none"> Planning and designing course materials 	Essential	Application form/ Interview
Knowledge and Abilities	<ul style="list-style-type: none"> Understanding of evidence based practice 	Essential.	Application form/ Interview
	<ul style="list-style-type: none"> High level of IT literacy and extensive knowledge of library, web and Office applications 	Essential	Application form
	<ul style="list-style-type: none"> Experience of using desktop publishing, authoring software or similar applications to design and develop promotional literature and training 	Desirable	Application form/ Interview

	<p>materials in a variety of formats – electronic and written</p> <ul style="list-style-type: none"> • Demonstrates evidence of keeping up to date with and experience of using new and developing technologies • Ability to work as part of a team, to work unsupervised and to prioritise workloads • Strong information retrieval skills and knowledge of health-related electronic resources • Can demonstrate interpersonal and communication abilities in verbal, written and presentational skills • Marketing, promotion and evaluation skills • Desire to deliver quality service • Enthusiastic advocate for library and information services • Professional self-development 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
Attitudes, Aptitudes and Personal Characteristics	<ul style="list-style-type: none"> • Ability to work within a team. • Able to work independently and use initiative. • Ability to deal with senior staff within the organisation. • Able to prioritise tasks and work to demanding timescales. • Good interpersonal skills • Strong customer focus to the way in which they work and relate to others and develop 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form/ Interview</p>

	<p>a customer focused ethos within the team.</p> <ul style="list-style-type: none"> • Able to problem solve and work proactively with colleagues to come up with solutions. • Able to take the initiative and work to deadlines as required. • Able to work flexibly, responding rapidly to changing priorities 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
Other	<ul style="list-style-type: none"> • Sickness (or attendance) record that is acceptable to the Trust. • Ability to travel to all CNWL and West London Trust sites on a regular basis • Declared medically fit by the Occupational Health Department to perform the duties of the post 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form/ Interview</p> <p>Interview</p> <p>Post-interview process</p>