



Person specification			
Post title	Library Advisor	Grade	E
Service Area	Resources	Section/team	Library Service

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace the values of KMBC	E	I
S2	Experience of working in a library or similar customer focussed environment and to be able to demonstrate commitment and a positive attitude to providing library services	E	A, I
S3	Good communication, literacy and numeracy skills	E	A, I
S4	A wide knowledge of books, information sources and reading trends for all customers	E	A, I
S5	An ability to work with adults and children and provide excellent customer service	E	A, I
S6	Demonstrate good organisational and supervisory skills and an ability to make decisions	E	A, I
S7	Be experienced at utilising computer applications and using the Internet as a research tool	E	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	I
P3	A demonstrable willingness to share information and work with other people.	E	I
P4	Respect - a strong desire to treat people with care and dignity, observing the	E	I

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	rights of other people, and helping and supporting others where you can		
P5	An ability to work both as part of a team or using own initiative	E	A, I
P6	Demonstrate a willingness to be flexible	E	A, I
P7	Be motivated and share this attitude with colleagues and customers.	E	A,I
P8	Demonstrate a willingness to attend relevant training and keep skills updated	E	A
Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	E	I
Qualifications			
Q1	GCSEs grade A – C or NVQ 2 or equivalent in appropriate vocational area	E	A, C
Q2	ECDL or equivalent ICT vocational qualification or willingness to work towards	E	A, C
Health and safety			
H1	Ability to use equipment as instructed and trained	E	I
H2	Ability to inform management of any health and safety issues which could place individuals in danger	E	I

A = Application form C = Certificate E = Exercise I = Interview P = Presentation AC = Assessment Centre T = Test

Date	Approved by authorised manager	Designation

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people

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- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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