



## Person Specification

<b>Post title</b>	Library Advisor	<b>Grade</b>	Grade E / £25,584 - £27,269
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To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	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	CV/SS, I
S2	Good communication, literacy and numeracy skills	CV/SS, I
S3	A wide knowledge of books, information sources and reading trends for all customers	CV/SS, I
S4	An ability to work with adults and children and provide excellent customer service	CV/SS, I
S5	Demonstrate good organisational and supervisory skills and an ability to make decisions	CV/SS, I
S6	Be experienced at utilising computer applications and using the Internet as a research tool	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	An ability to work both as part of a team or using own initiative	CV/SS, I
P3	Demonstrate a willingness to be flexible	CV/SS, I
P4	Be motivated and share this attitude with colleagues and customers.	CV/SS, I
P5	Demonstrate a willingness to attend relevant training and keep skills updated	CV/SS
<b>Communication</b>		
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.	CV/SS, I
<b>Qualifications</b>		
Q1	GCSEs grade A – C or NVQ 2 or equivalent in appropriate vocational area	CV/SS, C
Q2	ECDL or equivalent ICT vocational qualification or willingness to work towards	CV/SS, C

June 2024





Knowsley Council

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**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.**
- **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.

June 2024

