



## Person Specification

Job Title: Archivist/Librarian

Date Prepared: September 2021

DETAIL		ESSENTIAL or DESIRABLE	EVIDENCE
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> <li>Holder of, or working towards, a qualification in archive administration, records management, or a related area of information science.</li> </ul>	E  D	Application Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Substantial experience of working in a specialist or academic library or archive.</li> <li>Knowledge of archival management principles and practice.</li> <li>Knowledge of the legislation that underpins archive work, including the Freedom of Information Act 2000, and General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018.</li> <li>Experience of delivering high quality customer care.</li> </ul>	E  E  E	Application Interview
<b>SPECIFIC SKILLS</b>	<ul style="list-style-type: none"> <li>Good working knowledge of all areas of archival practice including collecting, appraising, cataloguing.</li> <li>Good IT and digital skills with demonstrable experience of learning new technical skills.</li> <li>Excellent verbal and written communication skills, including the ability to write reports and to communicate with, and influence, a wide range of stakeholders.</li> <li>Excellent interpersonal skills, including a helpful and polite disposition, with the ability to interact</li> </ul>	E  E  E	Application Interview

	<p>professionally with a variety of stakeholders including residents, colleagues, researchers, visitors and other stakeholders.</p> <ul style="list-style-type: none"> <li>• Be methodical, with a strong attention to detail and the ability to produce work that is both consistent and accurate.</li> <li>• Good time management, and the ability to work to deadlines and to set priorities for tasks.</li> <li>• Good organisational and administrative skills.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to work autonomously and with others; setting priorities for tasks using own initiative.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Compassionate and good listener.</li> <li>• Cheerful outlook.</li> <li>• Flexible approach to work.</li> <li>• Positive, can-do attitude.</li> <li>• Self-motivated.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application Interview
<b>OTHER FACTORS</b>	<ul style="list-style-type: none"> <li>• Satisfactory DBS check.</li> <li>• Committed to the Vision and Values of Morden College.</li> </ul>	<p>E</p> <p>E</p>	Certificates