



## Skills Analysis for departmental and faculty library staff grades 4 - 8

## Career Pathways

### GUIDANCE NOTES:

1. We acknowledge that due to the diversity of environments across the University, the skills identified should be interpreted within the grade and scope of the role/post.
2. It is possible that a particular role will not require all of the skills identified at the relevant grade.
3. The possession of, or requirement for, some skill areas at a higher grade will not equate to a requirement for a role to be regraded as grading depends on a much wider range of factors.
4. The behavioural attributes framework addresses eight other areas including communication; people development and achieving results. The skills areas below are designed to complement the behavioural attributes, not overlap with them. Further details can be found at <http://www.admin.cam.ac.uk/offices/hr/policy/behavioural/>
5. Use of italics denotes 'desirable' skills or relevant to some institutions only

Skill area	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
IT	<p>Proficient in Microsoft Office word processing, spreadsheet, database and email applications. Use web software, including databases. Use specialised library software <i>Produce reports from CUFS</i></p>	<p>Advanced use of Microsoft Office word processing, spreadsheet, database and email applications and web based databases Create and maintain library web pages and portals. Use specialised library software. Produce reports from CUFS</p>	<p>Advanced use of Microsoft Office word processing, spreadsheet, database and email applications and web based databases Use of automated library administration systems and bibliographic electronic information resources. Create and maintain library website, web pages and portals</p>	<p>Advanced use of Microsoft Office word processing, spreadsheet, database and email applications and web based databases Use of automated library administration systems and bibliographic electronic information resources.</p>	<p>Advanced use of Microsoft Office word processing, spreadsheet, database and email applications and web based databases Use of automated library administration systems and bibliographic electronic information resources.</p>



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Organisational/ time keeping	Organise a diverse range of activities and exercise judgement in organising and prioritising workload. Plan own weekly workload.	Manage and organise a diverse range of activities and exercise judgement in organising and prioritising workload.	Excellent organisational skills Work systematically on a number of tasks simultaneously whilst negotiating diverse and, at times, conflicting organisational needs within deadlines	Excellent organisational skills Work systematically on a number of tasks simultaneously whilst negotiating diverse and, at times, conflicting organisational needs within deadlines	Work systematically on a number of tasks simultaneously whilst negotiating diverse and, at times, conflicting organisational needs within deadlines Manage practical aspects of the library's operations and resources. Set standards, policies and strategies for the library service.
Training/facilitation/ presentation	Deliver briefings/ demonstrations on library databases to users.	Deliver briefings/demonstrations/ training on library databases to users.	Provide specialised training sessions on library systems, services and bibliographic databases	Plan training that embraces blended learning approaches and different teaching styles Provide specialised training sessions on library systems, services and bibliographic databases Deliver lectures/presentations	Plan training that embraces blended learning approaches and different teaching styles Provide specialised training sessions on library systems, bibliographic databases and other topics. Deliver lectures/presentations



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Analytical	Monitor financial data/records. <i>Respond to user enquiries using strong analytical and investigative skills.</i> <i>Create comprehensive catalogue/classification records with a high level of accuracy</i>	Monitor budgets/financial data. Collect data/produce reports from library software. Create and analyse surveys Respond to user enquiries using strong analytical and investigative skills <i>Create comprehensive catalogue/ classification records with a high level of accuracy</i>	Respond to user enquiries using strong analytical and investigative skills Prepare relevant statistics and reports relating to library systems Create and analyse surveys	Respond to user enquiries using strong analytical and investigative skills Prepare relevant statistics and reports relating to library systems Create and analyse surveys	Strong analytical and investigative skills in relation to responding to user enquiries and solving library management problems Create and analyse surveys
Project M'gmt		<i>Identify and lead small/short term projects</i>	Identify and lead small/short term projects	Identify and lead medium/long term projects	Identify and lead projects/exhibitions, which may be with external partners. Fundraise/source external funds for projects
Budgeting/finance			Financial/resource management	Financial/resource management	Financial/resource management Forecast resource/financial needs. Write business cases for additional funding and resources



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Research	Carry out basic collection management responsibilities eg arranging stock weeds, binding		Develop the library collections in response to the needs of the organisation.	Pro-actively develop the library collections in response to the needs of the organisation eg negotiating database deals	Pro-actively develop the library collections in response to the needs of the organisation eg negotiating database deals
Other requirements	Strong customer service skills Promote library resources and services Produce user materials Working towards qualification in librarianship (degree or postgraduate level) Previous library experience.	Excellent customer service skills. Promote library resources and services Produce user materials Adhere to and give advice on copyright, data protection and FOI Qualification in librarianship (degree or postgraduate) Significant experience in an academic library <i>Chartered Librarian status</i>	Excellent customer service skills. Promote library resources and services Produce user materials Adhere to and give advice on copyright, data protection and FOI Significant experience in an academic library and experience of library management. Some knowledge of the dept's subject area.	Excellent customer service skills. Adhere to and give advice on copyright, data protection and FOI Qualification in librarianship (degree or postgraduate) and Chartered Librarian status. Significant experience in an academic library, with substantial experience of library management. Knowledge of the dept's subject area.	Excellent customer service skills Chartered Librarian status. Substantial experience of managing a library, preferably in a HE establishment. Knowledge of the dept's subject area