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/](http://www.admin.cam.ac.uk/offices/hr/policy/behavioural/)
5. Use of italics denotes ‘desirable’ skills or relevant to some institutions only

<table>
<thead>
<tr>
<th>Skill area</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
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<tbody>
<tr>
<td>IT</td>
<td>Proficient in Microsoft Office word processing, spreadsheet, database and email applications. Use web software, including databases. Use specialised library software. Produce reports from CUFS</td>
<td>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</td>
<td>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</td>
<td>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.</td>
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Skills analyses departmental and faculty library staff grades 4-8 08/05/13
<table>
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<tr>
<th>Skills Analysis for departmental and faculty library staff grades 4 - 8</th>
<th>Career Pathways</th>
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<tbody>
<tr>
<td><strong>Organisational/ time keeping</strong></td>
<td><strong>Organise a diverse range of activities and exercise judgement in organising and prioritising workload. Plan own weekly workload.</strong></td>
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<tr>
<td><strong>Training/facilitation/ presentation</strong></td>
<td><strong>Deliver briefings/demonstrations on library databases to users.</strong></td>
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<tr>
<td>Analytical</td>
<td>Project M’gmt</td>
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<tr>
<td>Monitor financial data/records. Respond to user enquiries using strong analytical and investigative skills. Create comprehensive catalogue/classification records with a high level of accuracy</td>
<td>Identify and lead small/short term projects</td>
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<tr>
<td>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 Create comprehensive catalogue/classification records with a high level of accuracy</td>
<td>Identify and lead small/short term projects</td>
</tr>
<tr>
<td>Respond to user enquiries using strong analytical and investigative skills Prepare relevant statistics and reports relating to library systems Create and analyse surveys</td>
<td>Identify and lead medium/long term projects</td>
</tr>
<tr>
<td>Respond to user enquiries using strong analytical and investigative skills Prepare relevant statistics and reports relating to library systems Create and analyse surveys</td>
<td>Identify and lead projects/exhibitions, which may be with external partners. Fundraise/source external funds for projects</td>
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<tr>
<td>Strong analytical and investigative skills in relation to responding to user enquiries and solving library management problems Create and analyse surveys</td>
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<tr>
<td>Research</td>
<td>Other requirements</td>
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<tr>
<td>Carry out basic collection management responsibilities eg arranging stock, weeds, binding</td>
<td>Strong 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) and experience of library management. Significant experience in an academic library, with substantial experience of library management. Some knowledge of the dept’s subject area.</td>
</tr>
<tr>
<td>Develop the library collections in response to the needs of the organisation.</td>
<td>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) and Chartered Librarian status. Knowledge of the dept’s subject area.</td>
</tr>
<tr>
<td>Pro-actively develop the library collections in response to the needs of the organisation eg negotiating database deals.</td>
<td>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. Substantial experience of managing a library, preferably in a HE establishment. Knowledge of the dept’s subject area.</td>
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