Grade 6 Library Staff: Skills

This template has been designed to help you and your manager review your strengths in these areas and identify areas that you could develop. Note that the positive indicators are intended for use as a guide only and that not all indicators will be applicable to all roles within a grade.

# How to use

## Step 1

Reflect on each of the positive indicators and consider whether you:

* M - Meet the appropriate level
* E - Exceed the appropriate level
* D - Need to Develop in this area
* Complete column 1

## Step 2

Ask your line manager or equivalent to:

* Review your levels in the same way
* Complete column 2

## Step 3

Meet your line manager or equivalent to:

* Discuss your results in columns 1 and 2, and agree a result and enter it in column 3
* Discuss any areas for development you have identified and how you might work towards these, and note in column 4

## Notes

* Due to the diversity of environments across the University, the skills identified should be interpreted within the grade and scope of the role/post
* It is possible that a particular role will not require all of the skills identified at the relevant grade
* The possession of or requirement for, some skill areas at a higher grade will not necessarily equate to a requirement for a role to be regraded

# Name:

# Department:

# Line manager or equivalent:

# Current role and grade:

# Role and grade being assessed against, if different from current role and grade:

# Date:

## Assessment

| **Skill area** | **Skills** | **1**  **Individual**  **M/E/D** | **2**  **Manager**  **M/E/D** | **3**  **Agreed result**  **M/E/D** | **4**  **Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| IT | 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. |  |  |  |  |
| Organisational/ time management | Excellent organisational skills.  Work systematically on a number of tasks simultaneously whilst negotiating diverse and, at times, conflicting organisational needs within deadlines. |  |  |  |  |
| Training/facilitation/ presentation | Provide specialised training sessions on library systems, services and bibliographic databases. |  |  |  |  |
| Analytical | Respond to user enquiries using strong analytical and investigative skills. Prepare relevant statistics and reports relating to library systems.  Create and analyse surveys. |  |  |  |  |
| Project Management | Identify and lead small/short term projects. |  |  |  |  |
| Budgeting/finance | Financial/resource management. |  |  |  |  |
| Research | Develop the library collections in response to the needs of the organisation. |  |  |  |  |
| Other requirements | 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. |  |  |  |  |