

Person Specification Information Officer

ESSENTIAL	DESIRABLE
Knowledge and Understanding	
<ul style="list-style-type: none"> • A relevant qualification (for example in information management) • An understanding of the value that moving image and sound have in enriching teaching, learning and research alongside text • Knowledge of British television and radio • Knowledge (and experience) of a range of relevant software and databases • Knowledge and commitment to the principles of diversity and equal opportunities 	<ul style="list-style-type: none"> • An understanding of current metadata standards • Knowledge of Shakespeare and actuality/non-fiction film • A working understanding of Universal Decimal Classification (UDC) • Awareness of Higher and Further Education policies and practices
Experience	
<ul style="list-style-type: none"> • Experience, minimum of 2 years, in an appropriate role (for example in information management or in a library) • Experience of cataloguing • Experience of data entry • Experience of using initiative independently and as part of an effective team 	<ul style="list-style-type: none"> • Experience of working within education or in the audiovisual/media sector • Experience of using Wordpress and Filemaker platforms (training will be provided) • Experience of teaching/training • Experience of data collection, analysis and reporting
Skills and Abilities	
<ul style="list-style-type: none"> • Meticulous and well organised in handling and presenting information • Excellent interpersonal skills and the ability to support a range of queries from members by phone, email and in person • Excellent time-management skills with proven ability to meet deadlines and work well under pressure • Excellent administrative and organisational skills with ability to manage a diverse workload and prioritise effectively • Excellent (written and verbal) communication skills 	<ul style="list-style-type: none"> • Ability to action website updates • Clear understanding of data management (in accordance with Data Protection Act) • Ability to travel within UK as required
Personal Qualities	
<ul style="list-style-type: none"> • Hard working team player • Highest levels of personal integrity • Tactful and diplomatic • Flexible, adaptable, curious, confident and enthusiastic 	