Inverclyde council

PERSON SPECIFICATION

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.

In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of sex, age, disability, race/ethnic origin, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and caring responsibilities or social status, unless it can be justified on objective grounds

POST TITLE: Active Citizenship Librarian

ATTRIBUTES	**ESSENTIAL:** **The minimum acceptable level for safe and effective job performance**	**DESIRABLE:** **The attributes of the ideal candidate**
ATTAINMENTS/ EXPERIENCE 1.Educational (e.g. qualifications, membership of professional bodies) 2.Occupational (e.g. management experience)	Educated to degree level in library and information studies / information management, or substantial relevant experience working in the library sector .	Certified or Chartered Member of CILIP
SKILLS & ABILITIES (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)	Good understanding of the principles of media and information literacy and how they support learning and decision making Ability to deliver workshops to the public and staff training Excellent ICT skills. Excellent communication skills. A high level of commitment, flexibility and motivation. Ability to initiate new projects and be innovative.	Report writing skills Promotional and marketing skills. Event planning skills

SPECIAL APTITUDES (e.g. numerical skills, manual dexterity, driving licence)	Skills in selecting, organising and evaluating information Good team player. Ability to work under pressure, meet deadlines, manage time effectively and cope with conflicting demands. Ability to relate well with people of all ages and from diverse backgrounds Sound knowledge and understanding of the role of public libraries as trusted spaces that facilitate democratic discussion and debate and equip people with critical thinking skills to make informed decisions	Knowledge and understanding of national policy priorities in relation to libraries. An understanding of methods of evaluating projects and measuring impact. An awareness of the contribution cultural services make to improving outcomes for individuals and communities.
ANY ADDITIONAL JOB RELATED REQUIREMENTS (e.g. ability to work irregular hours, shifts)	Attendance at events and meetings during the evening and weekends may be required occasionally.	
DISABLED APPLICANTS AND GUARANTEED INTERVIEWS		
Under the 'Disability Confident' initiative, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.		

Date produced: January 2026