

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Librarian

EXAMPLE 1

PROFILE

Highly experienced in public and private education, cultural and environmental stewardship, my strong communication skills and demonstrated ability to work to high ethical standards enables me to be successful in roles requiring professionalism and passion.

Adventurous and courageous with the ability to inspire positive mindful global community and professional action, I have the expertise to inspire and energise others.

SKILLS & ATTRIBUTES

- Strong demonstrated delivery focus and sound strategic insight and commercial awareness
- Flexible and competent in prioritising workflow to meet deadlines and challenging demands
- Conscientious and outgoing manner, a great listener with broad cross-cultural and cross age empathy, and a high motivation to consistently achieve set goals
- Proven ability to liaise with stakeholders at all levels, internally and externally
- Excellent verbal and written communication including writing for professional journals, publications and public speaking
- Strong networking abilities developed through connecting a diverse range of organisations and individuals by finding links between others and creating pathways to facilitate relationship building
- Creative positive growth mindset with a passion for learning and strong business mentoring abilities

EXAMPLE 2

PROFILE

I am an information professional, who is committed to delivering value, quality and innovation in the roles I have undertaken. I enjoy challenges and am an excellent communicator. I both enjoy and am very engaged in my chosen library profession. This is partly due to my love of sharing knowledge with others, but also as significant change in the digital environment means there is constant opportunity for learning in our field.

SKILLS & ATTRIBUTES

Communication & Negotiation

- Exceptional verbal and written communication skills
- Excellent liaison and stakeholder management
- Excellent ability to manage relationships both internally and externally, across all levels
- Outstanding ability to consult and negotiate with external service providers
- Strong customer service focus

Management / Leadership

- Experienced change manager specific to change related to digital technology and its impact on traditional library services
- Proven ability to lead, support, motivate and direct teams and associated workflow
- Training of staff and new users
- Development and documentation of training modules
- Proven ability to develop, update and implement policies and procedures

Organisation / Project Management

- Proven project planning, management and implementation skills
- Excellent prioritisation and time management
- Creation and establishment of new and innovative practices for library service provision
- Sound judgement in decision making

Budgeting and Management Reporting

- Accurate financial management of both recurrent and capital budgets
- Consistent delivery of goods and services within budget and time frames
- Ability to produce accurate statistics, records and management reports
- Asset management
- Strong analytical and technical abilities

Technology / Digital Domains

- Strong technical skills and interest in emerging technologies
- Experience and knowledge of e-publication and distribution models available to libraries
- Strong technical ability in database and Library Management Systems