

Appendix 3: Job Advertisement Coding Manual

PRELIMINARIES	
Sample Week	0= (Pilot) 19/10/2007- 01/11/2007, 1= 16/11/2007- 29/11/2007, 2= 11/01/2008- 24/01/2008, 3= 7/03/2008- 20/03/2008, 4= 2/05/2008- 15/05/2008
Source of Advert	Source publication or website
JOB TITLE & SECTOR	
Job Title	Title in full
Employment Sector	
SKILLS, EXPERIENCE & KNOWLEDGE	
	Include desirable as well as essential points. Only include if stated- do not infer.
Education Level	Degree level; Undergraduate; Postgraduate etc.
Qualifications	
Previous Work Experience: Professional or related experience	Experience within an information related role; or within a role with experience related to advertised post
Specific sector experience	Experience within a specific employment sector
Other	Experience other than that categorised above
Professional Status	Note any requested affiliation to a Professional Body, including: name of Professional Body; membership level; and whether this affiliation is essential or desirable for the post.
	Note frequency of request
Information products, sources & services	<i>As for course coding manual</i>
Information retrieval	<i>As for course coding manual</i>
Searching internet/ databases/ sources	<i>As for course coding manual</i>
Collection development/ management	<i>As for course coding manual</i>
Service planning & development	<i>As for course coding manual</i>
Promotion/ marketing	<i>As for course coding manual</i>
Client/ user education/ training/ support	<i>As for course coding manual</i>
Knowledge of Acts, Laws & standards	<i>As for course coding manual</i>
Management (general)	Management of services and resources other than Human or Financial resources
Human Resource Management	Experience of Human Resource Management

Change management	<i>As for course coding manual</i>
Knowledge management	Knowledge sharing- Principles and practices
Knowledge & use of information systems	Use and exploitation of Information Systems and their impact on an organisation.
Project management	<i>As for course coding manual</i>
Website & intranet design/ development/ management	<i>As for course coding manual</i>
Specialist subject knowledge	As relevant to the sector or post
Knowledge & use of ICTs/ Computer Literacy	<i>As for course coding manual</i>
Specific software	Any specifically named software or software type relevant to the post
Other	Anything not given above. <i>Give as much detail as possible.</i>
<u>DUTIES OF POST</u>	Only include if stated- do not infer. Note frequency of request
User information needs	<i>As before</i>
Enquiries & reference	
Information Retrieval	<i>As before</i>
Research & searching internet/ databases/ sources	Refers to research more extensive than enquiries and reference NOT qualitative/ quantitative research
Collection development/ management	Selection and acquisition of materials appropriate to user needs; making informed decisions on retention and disposal
Service planning & development	<i>As before</i>
Promotion/ Marketing	<i>As before</i>
Client/ user education/ training/ support	<i>As before</i>
Handling, analysis & presentation of numerical/ textual data	<i>As course coding manual</i>
Production of printed materials	Production of user guides, information booklets etc. <i>State type when given</i>
Internal Liaison	Within organisation
External Liaison	Outside organisation, clients, users
Management	Management of services & resources NOT Human or Financial Resources
Human Resource Management	Includes staff training & performance monitoring
Financial management	
Change management	
Records management	Storage and retention policies
Information policies, strategies & governance	<i>As course coding manual</i>
Knowledge management	Knowledge sharing- Include processes specifically labelled as KM- do not infer
Information System design/ development/ management	

Project management	
Database design/ development/ management	
Web page & intranet design/ development/ management	
<i>Advocacy</i>	<i>Act as advocate for best working practices</i>
<i>Information Management Responsibility</i>	<i>Where a responsibility, or aspect of responsibility, for Information Management is stated but not defined</i>
Other	<i>Specify</i>

Font Indicates added category to revised coding manual following pilot sample analysis