****

****

**Job title: Acquisitions and Metadata Librarian**

**Post number:** IS5311

**Reports to:** Assistant Director, Information Services (Library Services)

**Department:** Information Services

**Location: Moulsecoomb campus;** occasional travel to other campuses may be required

**Grade:** 6

**Purpose of the role**

Manage and develop Library Services’ acquisitions and metadata operations to provide a customer focused, cost effective and efficient service to the university.

Manage the Acquisitions and Metadata services team in accordance with University and Information Services policies, in order to ensure the provision of high quality, responsive, customer-focused library services.

The post holder will work closely with the Systems Librarian, Eresources and Subscriptions Librarian and a team of Information Advisers.

**Line management responsibility for**

* Assistant Librarians (3),
* Resource Assistants (3)

**Main areas of responsibility:**

* Manage and participate in the acquisition, cataloguing, and classification of library materials in all formats.
* Develop and manage policies and standards for classification, indexing, and metadata creation to maximise discoverability of the libraries’ collections through a range of resource discovery tools.
* Manage and develop a team of Resource Assistants and Assistant Librarians; to include recruitment and selection, induction, training, performance management and annual Staff Development Reviews.
* Maintain accounting procedures and financial records as defined by the university’s Finance Department; represent the university through its membership of the Southern Universities’ Purchasing Consortium; liaise with external suppliers to secure high quality and cost effective acquisitions and metadata to achieve maximum value for the university.
* Contribute professional expertise to staff supporting the university’s research systems (Research Information System, Research Data repository) e.g. through the development of appropriate metadata standards.
* Maintain current awareness of national and international trends, standards, emerging technologies and developments in all aspects of acquisitions and metadata, identifying, recommending and implementing changes to practice where appropriate.
* Take an active role in the identification, evaluation and implementation of innovative approaches to acquisition, delivery and discoverability of resources in collaboration with other teams e.g. Systems, Eresources, Information Advisers.
* Act as a representative of Information Services, project a positive image, pursue an active programme of self-development and continuous updating of skills and understanding of ICT and its relevance to learning, teaching and research; in order to contribute to the promotion of a continuous improvement culture and provide support to the teaching and research endeavour of the university.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the General Data Protection Regulation.

****

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

|  |  |  |
| --- | --- | --- |
| **Essential criteria**  |  | **A, I, E** |
| **Knowledge** | Working knowledge of a library cataloguing standard (AACR2, RDA), the MARC21 bibliographic format, and a major library classification scheme.Knowledge of the traditional and emerging academic publishing environment including open access Knowledge of the acquisitions supply chain and the technologies that underpin it | **A, I****A, I****A, I** |
| **Qualifications** | A graduate with a professional qualification in librarianship or information science | **A** |
| **Experience** | Proven experience of working in a professional metadata and acquisitions role.Experience of developing efficient processes and workflows in library acquisitions and metadata management.Staff supervision/management, leadership and teambuilding skills.Experience of working with a library management system (LMS) in a technical services context  | **A** **A, I****A, I****A** |
| **Managing people** | Motivates individuals or a team effectively, setting clear objectives to manage performance and maintain an effective working environment.Understands the information needs of others; able to communicate technical information in an understandable way orally and in writing, as suitable to the situationAccountability for induction, coaching and development of others. | **A, I****A, I****A, I** |
| **Technical / work-based skills** | Excellent IT skills including Microsoft Word & Excel, email and the internet and able to enter, interrogate and extract bibliographic and numerical data with confidence and accuracy.Application of cataloguing and classification to recognised standards | **A, I****A**  |
| **Other requirements** | Able to plan, prioritise and organise work to achieve objectives on time, using initiative and creativity to resolve problems.Works collaboratively in a team and where appropriate across or with different professional groupsActive interest in new developments in acquisitions and metadata management and content discovery, and willingness to contribute ideas to the development of UoB library servicesEvidence of a commitment to continuous professional self-development | **A, I****A, I****A, I****A** |
| **Desirable** | Experience of working in an academic library.Project management skills (small projects) | **A****A, I** |

****

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full-time post and is permanent.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |

* More information about the department can be found [here](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx)
* Read the University’s [2016 - 2021 Strategy](https://staff.brighton.ac.uk/strategy/Pages/Welcome.aspx?dm_i=1SNX,4KBXD,MQS1JL,GXL92,1)
* The University has an attractive range of benefits and you can find more information about them on our [website.](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx)

**DBS**

No DBS check is required for this post.

Date: September 2019