

**Job Description**

**Job Title:** Content and Discovery Manager

**Grade:**  E

**School/Service:** Library, Archives and Learning Services (LALS)

**Campus:**  Docklands and Stratford

**Responsible to:** Content and Digital Services Manager

**Responsible for:** Assistant Librarian - Resource Acquisition and Discovery

Content and Digital Services Assistants

**Liaison with**: Colleagues throughout LALS (especially Academic Services Librarians),

IT staff, academic staff and students, suppliers and external colleagues

**JOB PURPOSE**

The post-holder will co-ordinate library acquisitions, serials and cataloguing processes, delivering efficient and timely acquisition of scholarly content and excellent resource discovery. They will work closely with library suppliers and consortia and produce statistical analysis of the collections to inform decision making. They will also manage the acquisition processes for inter-library loans and resource recommendation services.

The post-holder will work closely with LALS colleagues to provide day to day support to ensure a customer-focused service and will contribute to library-wide initiatives and services. They will form an integral part of the Content and Digital Services team, dedicated to providing an excellent student experience.

**MAIN DUTIES AND RESPONSIBILITIES**

* Manage the acquisitions and cataloguing processes for all library content both in print and electronic formats, including evidence-based resource acquisition, processes related to e-textbooks and reading list management tools and any other relevant acquisition practises.
* Manage and support the acquisition processes for Inter Library Loans and and resource recommendation services.
* Line manage Assistant Librarian/s and Content and Digital Services Assistant/s,

including setting objectives, motivating and managing performance and providing support for personal and professional development.

* In collaboration with the Digital Services and Partnerships Librarian, exploit the full potential of the Acquisition, Discovery and Resource Management modules of the Library Management System.
* Co-ordinate the purchase of electronic resources, manage access and help maintain the Electronic Resources Management processes
* Manage cataloguing and classification processes to deliver and enhance resource discovery.
* Produce regular statistics and usage data. Undertake analysis of statistical data and produce reports for the LALS management team.
* Train LALS staff in the areas of acquisitions and bibliographic developments and contribute to producing procedures and policy documents.
* Support LALS staff by responding to cataloguing and electronic resources queries and assist users in general enquiry work by contributing to front line services.
* Assist the Content and Digital Services Manager to maintain relationships with internal and external stakeholders, suppliers and agencies, maintaining appropriate partnerships and undertaking negotiations to optimise our investment in information resources.
* Work with the Digital Services and Partnership Librarian to implement appropriate new technologies and innovative service methods to support learning, teaching and research.
* Develop links with other professional staff working within other HEIs to exchange ideas and develop best practice in information provision and support.
* Participate in LALS and University-wide projects and events.
* Undertake such other duties and responsibilities as may reasonably be required within the level of the post and as assigned by the line manager or senior LALS management.
* Work in accordance with the University’s equality and diversity policies.

**Local requirements:**

1. The post holder is expected to work 35 hours per week including evening and weekend duties on a rota basis.
2. A flexible approach to work is required.
3. Although based at a particular campus, the post holder is required to work at any of the University sites as necessary, with some opportunities for home working, subject to local requirements.

**PERSON SPECIFICATION**

**EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential Criteria**

* Educated to degree level (A/C)
* Professional qualification in librarianship or information science (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential Criteria**

* Experience of purchasing and acquisitions operations in an academic library environment (A/I)
* Knowledge of current cataloguing, classification and metadata standards including AACR2, Dublin Core, MARC21, RDA and MODS (A/I)
* Experience of working with library management systems, discovery platforms and reading list tools(A/I)
* Experience of managing or supervising staff (A/I)

**Desirable Criteria**

* Knowledge of e-book and e-textbook business models and understanding of publisher licensing agreements (A/I)
* Experience of information resources budget administration (A/I)
* Knowledge of Higher Education procurement practice (A/I)
* Experience of working with a range of external contacts, such as library suppliers and publishers (A/I)

**PERSONAL ATTRIBUTES AND QUALITIES:**

**Essential Criteria**

* Excellent numeracy and analytical skills, including the ability to produce reports (A/I)
* Ability to train staff and users (A/I)
* Excellent interpersonal, communication, and presentation skills (A/I)
* Experience of planning, prioritising and organising own and others work or resources and proactively working with others to achieve team objectives (A/I)
* Experience of using initiative and creativity to resolve problems, identifying practical and effective solutions (A/I)

**OTHER ESSENTIAL CRITERIA**

* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (A/I)
* Ability to undertake evening duties and weekend working (A/I)

**Criteria tested by** **Key:**A = Application form

C = Certification

I = Interview